# Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

### INVITATION TO BID

PURCHASE REQUEST NO: 1-25-01-0109

**TOTAL** 

of Bid Security

Sealed bids for quotation of prices will be received for the purchase of the following supplies, materials and equipment of the government to be opened on the date, place and time stated in **INSTRUCTION TO BIDDERS**.

ITEM#

1	360	<mark>se</mark> rvings	Lot I Snacks	
1	180	servings	Lot II Lunch Note:  * Progress billing  * Schedule of activities and number of participants per activity to be determined by the end-user	
I	PURPOSE:	\	* See attached Menu  X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X	. L
Com	pany Name /	Business Na	ne & Address Name / Signature of Representatives Fo	rm & Amount

## Local Economic Development & Investment Promotion Office Negosyo Center

PR Number : Supplier:

Lot I: MENU - Snacks

	Unit	Qty	Menu
/ 4			
1st Activity	Servings	30	Clubhouse Sandwich
			Bottled Juice
			N-181
2nd Activity	Servings	120	CheeseBurger
	13		Bottled Juice
	50	T/S	///1131
3rd Activity	Servings	180	Clubhouse Sandwich
	1 ×		Bottled Juice
	15	177	JW/15/

Lot II: MENU - Lunch

	Unit	Qty	960 Menu
	1 755		
1st Activity	Servings	30	Rice
		-	Pork Steak
			3 Lumpia Shanghai
			Fresh Fruit
	411		Bottled Juice
2nd Activity	Servings	60	Rice
			Beef w/ broccoli
			Breaded Pork
			Fresh Fruit
			Bottled Water
3rd Activity	Servings	90	Rice
			Pork Menudo
			3 Lumpia Shanghai
			Fresh Fruit
			Bottled Water

MA. NOVAH R. SOLLESTA Special Operations Officer III LEDIPO/Negosyo Center

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-25-01-0109 **DATE**: January 17, 2025

FOR USE OF LOCAL ECONOMIC AND ENTREPRENEURIAL RELATED ACTIVITIES FOR THE 1ST PURPOSE:

QUARTER YEAR 2025.

OFFICE: **NEGOSYO CENTER** 

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., February 4, 2025

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT BID SECURITY

> Cash/ Manager's Check/ Surety Bond Bank Draft/Guarantee

(2% of ABC) (5% of ABC)

Lot 1 27,000.00 540.00 1,350.00 45,000.00 Lot 2 900.00 **2,2**50.00

### **TERMS & CONDITIONS**

The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:

a) Cash or cashier's / Manager's Check issued : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank

in favor of City <mark>Treasure</mark>r o<mark>f San Carlo</mark>s City. b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank,

if issued by a foreign bank.

c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

d) Any combination of the foregoing

: Five percent (5%) of the ABC (See above)

: Two percent (2%) of the ABC (See above)

: Proportionate to share form with respect

to total amount of security

e) Bid Securing Declaration

2. Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of (per City Ordinance No. 23-21, Series of 2023.)

P 500.00

- Sample or Brochures of the materials (if required) shall be attached to the bid documents. 3.
- Your price offer must be valid for 120 calendar days. 4.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous 5. to the government subject to post evaluation by the BAC.
- 6. Submit Omnibus Sworn Statement duly notarized, together with your bid.
- The government reserves the right to reject any or all bids, declare a failure of bidding or not award the contract based on RA 9184.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions. 8.

SGD ATTY. MA. CHAT H. DELIMA-CORDERO City Gov't Dept. Head I-OHRM / BAC Chairman **BIDS & AWARDS COMMITTEE**