Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 9-24-10-1975

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#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
		1	Delivery Term: 15 Working Days upon receipt of P	.0.	
1	750	pcs	Ballpen (ordinary) black	100	
2	425	pcs	Ballpen (ordinary) blue	4.0	
3	200	pcs	Ballpen (ordinary) red		
4	25	pcs	Battery AA	100	
5	125	pcs	Battery AAA		
6	30	pcs	bulldog clip 3"		
7	94	pcs	cartolina light yellow		
8	94	pcs	cartolina light pink		
9	94	pcs	cartolina light sky blue		
10	94	pcs	cartolina white		
12	300	pcs	correction tape		
13	500	pcs	folder long		
14	125	pcs	folder green expander	1000	
15	38	pcs	highlighter marker yellow		
16	8	pcs	lesson plan		
17	10	pcs	logbook/record book 500 pages, wide page		
18	63	pcs	masking tape thick 2"		
19	65	ream	mimeo pa <mark>per white wov</mark> e long sub 18		
20	250	ream	mimeo paper wh <mark>ite wove short sub 18</mark>		
21	75	box	paper clip (50mm)		
22	29	box	paper fastener plastic		
23	41	pcs	marker pen black (refillable)		
24	11	bot.	marker pen ink refill (black)		
25	125	pcs	sign pen black		
26	30	pcs	sign pen green		
27	1	pcs	stamping pad (big)		
28	3	unit	Stapler (Heavy Duty)		
29	188	ream	US bond long sub 20		
30	269	ream	US bond short sub 20		
31	6	bot	white glue		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
	PURPOSE	Ξ:	For the use of San Carlos City Hospital.	TOTAL	
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 9-24-10-1975 DATE : October 21, 2024

PURPOSE: FOR THE USE OF SAN CARLOS CITY HOSPITAL.

OFFICE: CITY HOSPITAL

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)

233,734.75

4,674.70

11,<mark>6</mark>86.74

TERMS & CONDITIONS

1. 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 by a Universal or Commercial Bank

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

in favor of City Treasurer of San Carlos 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,

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

if issued by a foreign bank.
c) Surety Bond callable upon demand issued by a surety or insurance company duly

insurance company duly certified by the Insurance Commission as authorized

to issue such security.

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

d) Any combination of the foregoing

: Proportionate to share form with respect to total amount of security

e) Bid Securing Declaration

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

- 3. Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- 4. Your price offer must be valid for 120 calendar days.
- **5.** Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous to the government subject to post evaluation by the BAC.
- 6. Submit Omnibus Sworn Statement duly notarized, together with your bid.
- 7. 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.
- 8. Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions.

SGD

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