

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-01-0154

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	275	pack	Snacks AM Note: 1. Snacks should be place in biodegradable packaging. 2. See attach menu X-X PURPOSE: For the use of regular monthly meeting of 18 Brgy. VAWC Desk Officer Feb. - Dec. 2025 (Tentative Date).		
				T O T A L	

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

Snacks for Regular Monthly Meeting of 18 Brgy. VAW Desk Officers.

February 28, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Egg Mayo Sandwich
Bottled Water 200ml

March 31, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Bihon Guisado and 2 pc. Empanada
Soda 200ml

April 30, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Egg Sandwich
Soda 200ml

May 30, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Hotdog Bun
Iced Tea Bottle 200ml

June 30, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Spaghetti with 2pcs. of sandwich
Soda 200ml

July 31, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Bihon Guisado and 2 pc. Empanada
Bottled Water 200ml

August 29, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Hamburger
Iced Tea 320ml

September 30, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Special Valenciana
3n1 coffee

October 31, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Puto Cheese 4pcs.
3n1 coffee

November 28, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Egg Mayo Sandwich
Soda 200ml

December 19, 2025 (Tentative Date)
(25 Pax)

Snack AM:
Bihon Guisado and 2 pc. Empanada
Iced Tea Bottle 200ml

Prepared by: **MARK I. TABATAS**
YDA/1

Noted by: **Edena S. Dagondon**
SWO IV/OIC-CSWDO

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-01-0154 **DATE** : January 22, 2025

PURPOSE: FOR THE USE OF REGULAR MONTHLY MEETING OF 18 BRGY. VAWC DESK OFFICER FEB. - DEC. 2025 (TENTATIVE DATE).

OFFICE : CSWDO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , February 11, 2025

PLACE : BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

	Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)			
:	22,000.00	:	440.00	:	1,100.00

TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
 - Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
 - 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. : Two percent (2%) of the ABC (See above)
 - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
 - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
 - 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
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- 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.
- 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.

SGD

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