## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-25-01-0198

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**.

| TEM#   | QTY.    | UNIT  | ARTICLES   | U PRICE                       | TOTAL |
|--|---------|-------|--|-------------------------------|-------|
| 1  | 2       | Units | Delivery Term: 15 Working Days upon receipt of P. Personal Computer (CPU components only) 8000U Series Processor 2.5GHz (4MB Cache or higher) Mother Board with On-Board Audio, LAN and Printer Port 8GB RAM Full Tower ATX Casing with 650Watts Power Supply 1TB HDD Storage 650Watts AVR Window Enhance Keyboard Optical Mouse with Pad Plus Pre-Installed Softwares |                               |       |
| 2  | 2       | Units | LCD Monitor 21.5" Using LED Technology   |                               |       |
| 3  | 2       | Units | 650VA UPS (Heavy-Duty)   |                               |       |
| 4  | 2       | Units | Multi-Function Printer with Built-In Tank System Printer/Scanner/Copier capability Built-in Tank System High-yield ink Bottles 1 year warranty x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-  |                               |       |
|  | PURPOSE | E:    | For use of Internal Affairs Service, Police Regional Office NIR.   | TOTAL                         |       |
| Company Name / Business Name & Address Name / Signature of Representatives |         |       |  | Form & Amount of Bid Security |       |

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-01-0198 DATE : January 28, 2025

PURPOSE: FOR USE OF INTERNAL AFFAIRS SERVICE, POLICE REGIONAL OFFICE NIR.

OFFICE: PNP

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/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

88,000.00

1,760.00

**4,4**00.00

## **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 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)

: Five percent (5%) 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

certified by the Insurance
Commission as authorized
to issue such security.

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