Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-02-0222

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	
		7	Delivery Term: 15 Working Days upon receipt	of P.O.		
1	2	unit	Personal Computer (CPU component only)	100		
			- 4600G Processor	1 5.47 4 1		
			- Pro Mainboard			
		1	- 8GB DDR4 Memory			
			- 1 TB Solid State Drive			
	1		- ATX Casing with 700Watts Power Supply	/ (10) /		
			- Speaker			
			- 650VA AVR			
		N.	 USB Combo Keyboard and Mouse with Mouse Pad 			
2	2	unit	21.5" LED Monitor			
3	2	unit	650VA UPS			
4	3	unit	Inkjet Multi-Function Printer with Ink Tank System	7/		
		1	- All-in-One Ink Tank Printer			
			- 1 Year Warranty on parts and labor for items 1 to 4			
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-			
	PURPOSE:		For use of the City Mayor's Office.	TOTAL		
Company Name / Business Name & Address Name / Signature of Representatives					Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-02-0222 DATE : February 3, 2025

PURPOSE: FOR USE OF THE CITY MAYOR'S OFFICE.

OFFICE: CMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., February 18, 2025

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

Cash/ Manager's Check/

Surety Bond

Bank Draft/Guarantee

(5% of ABC)

(2% of ABC)

(0,000,01,000

85,950.00

1,719.00

4,297.50

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)

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

if issued by a Universal of if issued by a foreign bank.
c) Surety Bond callable upon demand issued by a surety or

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

uthorized

: 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