Republic of the Philippines

City of San Carlos

Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-02-0235

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**.

1.1

ITEM #	QTY.	UNIT		ARTICLES	10.0	U PRICE	TOTAL
		Gunit	Delivery Term: 15 Working Days upon receipt of P.4 Multi Function Inkjet Printer with Ink Tank System *Scanner/Copier/A3 Print Capability *with ADF (Auto Document Feeder) 1 Year Warranty X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-			O.	
					ES		
Comp	any Name /	Business N	ame & Address	Name / Signature of Rep	presentatives	Form & A of Bid Se	

INSTRUCTION TO BIDDERS

PURC	HASE REQUEST NO : 1-25-02-0235	DATE : February 3, 2025						
PURP	OSE: FOR THE USE OF CSWD OFFICE.							
OFFIC	E: CSWDO							
DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , February 18, 2025								
	PLAC	E : BAC Secretariat Office/CMO Extension Office						
	AMOUNT OF CONTRAC	BID SECURITY						
		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC) (5% of ABC)						
	: 65,000.00	3,2 50.00						
	TERMS & CONDITIONS							
1900								
1.	 The Bid/Bids shall be accompanied by a BID SECURITY in any a) Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank 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, 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 e) Bid Securing Declaration 	 c of the following forms: Two percent (2%) of the ABC (See above) Two percent (2%) of the ABC (See above) Five percent (5%) of the ABC (See above) Proportionate to share form with respect to total amount of security 						
2.		a non-refundable fee of P 500.00						
Ζ.	Secure bidding documents from the BAC Secretariat Office at a (per City Ordinance No. 23-21, Series of 2023.)							
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 <u>ENGR. MAGNOLIA B. ANTONIO, ENP</u> City Gov't Dept. Head I-CPDCO / BAC Member BIDS & AWARDS COMMITTEE