

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-01-0215

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
Delivery Term: (All Lots) 15 Working Days upon receipt of P.O.					
LOT I. OFFICE SUPPLIES					
1	3	ream	Bond paper, US, (A4)	_____	_____
2	22	ream	Bond paper, US, S-20, Long	_____	_____
3	22	ream	Bond paper, US, S-20, Short	_____	_____
4	14	pcs	Folder, white, long	_____	_____
5	1	box	Paper Fastener, plastic	_____	_____
6	4	pcs	Correction Tape	_____	_____
7	8	pcs	Sign Pen, 0.5m (black)	_____	_____
8	8	pcs	Sign Pen, 0.5m (blue)	_____	_____
9	10	pack	Certificate paper, 185gsm, Beige, 8 1/2 x 13", 20 shts/pack	_____	_____
10	2	box	Ballpen, ordinary, Black	_____	_____
11	4	pcs	Record Book 500 pages	_____	_____
12	2	bottle	Glue, 130g	_____	_____
13	3	box	Paper Clips (big)	_____	_____
				Sub-Total	_____
LOT II					
1	1	pcs	Cork Board 18 x 24"	_____	_____
LOT III. COMPUTER SUPPLIES					
1	10	bottle	Computer Ink, 6641, Black	_____	_____
2	6	bottle	Computer Ink, 6642, Cyan	_____	_____
3	6	bottle	Computer Ink, 6643, Magenta	_____	_____
4	6	bottle	Computer Ink, 6644, Yellow	_____	_____
				Sub-Total	_____
LOT IV. JANITORIAL SUPPLIES					
1	4	bot	Isoprohyl Alcohol 500ml	_____	_____
PURPOSE:			To be used for Livelihood Association Development Strengthening Program (LADSP).	TOTAL	_____

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

FOR SALE
P 500.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-01-0215 **DATE** : January 31, 2025

PURPOSE: TO BE USED FOR LIVELIHOOD ASSOCIATION DEVELOPMENT STRENGTHENING PROGRAM (LADSP).

OFFICE : AGRI

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , February 25, 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)
Lot 1 Office Supplies	: 14,490.00	: 289.80	: 724.50
Lot 2 Office Devices	: 550.00	: 11.00	: 27.50
Lot 3 Computer Supplies	: 6,860.00	: 137.20	: 343.00
Lot 4 Janitorial Supplies	: 600.00	: 12.00	: 30.00

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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.
 - Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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.
 - Surety Bond callable upon : Five percent (5%) of the ABC (See above) demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
 - 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 P 500.00 (per City Ordinance No. 23-21, Series of 2023.)
- 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