Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-02-0274

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	70	packs	Assorted Peanut 200g		
2	50	jars	Peanut Butter 370g	40	
3	50	packs	Ground Coffee 100g		
4	70	packs	Biscocho de mani		
5	10	box	Royal Bibingka (4pcs/box)		
			Note:		
			*Progress billing	0 /	
10			*Schedule of activities and number of participants	9/	
			per activity to be determined by the end-user.		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
PURPOSE:			For use as Office Tokens to Resource Persons/ Office	TOTAL	
guests for the 1st <mark>quarter year 20</mark> 25.					
77/1					

Name / Signature of Representatives

Company Name / Business Name & Address

Form & Amount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-02-0274 DATE : February 10, 2025

PURPOSE: FOR USE AS OFFICE TOKENS TO RESOURCE PERSONS/ OFFICE GUESTS FOR THE 1ST QUARTER

YEAR 2025.

OFFICE: NEGOSYO CENTER

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., March 3, 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)

36,86<mark>0.00 : 737.20 : 1,8</mark>43.00

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 : Two percent (2%) of the ABC (See above)

by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.

b) 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.

c) 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.

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.)

e fee of 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