

Republic of the Philippines  
 City of San Carlos  
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-02-0314

Page 1 of 2

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
<b>Delivery Period: (All Items) On or before May 5, 2025</b>					
<b>LOT I - OFFICE SUPPLIES</b>					
1	500	piece	Ballpen, Fine Point, Black	_____	_____
2	400	piece	Brown Envelope, Long	_____	_____
3	150	piece	Binder Clip (backfold) Color: Black, size: 2"	_____	_____
4	90	ream	Bond Paper, Long, Sub 20	_____	_____
5	90	ream	Bond Paper, Short, Sub 20	_____	_____
6	20	ream	Carbon Paper, Long, BLACK	_____	_____
7	100	bottle	Computer Ink (100mL, black)	_____	_____
8	30	bottle	Computer Ink (100mL, cyan)	_____	_____
9	30	bottle	Computer Ink (100mL, magenta)	_____	_____
10	30	bottle	Computer Ink (100mL, yellow)	_____	_____
11	100	roll	Computer Ribbon Refill (for EPSON LX300)	_____	_____
12	100	piece	Correction Tape	_____	_____
13	400	piece	Expanding Envelope with Tie, Brown, Long	_____	_____
14	500	piece	Expanding Folder, Green, Long, 25 pts	_____	_____
15	500	piece	Folder, White, size: Long	_____	_____
16	300	piece	Mailing Envelope, Ordinary, size: Long, color: White	_____	_____
17	10	piece	Marking Pen, Permanent, Fine, Black	_____	_____
18	10	piece	Marking Pen, Permanent, Fine, Blue	_____	_____
19	100	roll	Masking Tape, width: 2", Big Core	_____	_____
20	25	ream	Mimeo Paper, Long, Sub 18	_____	_____
21	25	ream	Mimeo Paper, Short, Sub 18	_____	_____
22	20	piece	Multipurpose Glue, 130g	_____	_____
23	150	piece	Pencil (#1)	_____	_____
24	60	box	Paper Fastener, plastic-coated, 50 sets/box	_____	_____
25	60	box	Paper Clip, Vinyl Coated, size: 33mm	_____	_____
26	55	box	Paper Clip, Vinyl Coated, size: 50mm	_____	_____
27	15	pack	Rubber Band (natural color), size No. 16, 350g	_____	_____
28	15	pack	Rubber Band (natural color), size No. 18, 350g	_____	_____
29	60	piece	Sign Pen, Black, 0.5mm	_____	_____
30	60	piece	Sign Pen, Blue, 0.5mm	_____	_____
31	60	piece	Sign Pen, Green, 0.5mm	_____	_____
32	30	piece	Stamping Pad, No. 1, purple	_____	_____
33	30	box	Staple Wire, No. 35	_____	_____
34	15	box	Staple Wire, Size: 23/13-H	_____	_____
35	60	pack	Sticker Paper 10 pcs/pack (Neon Green, 8.5" x 13")	_____	_____

36	60	pack	Sticker Paper 10 pcs/pack (Neon Orange, 8.5" x 13")	_____	_____
37	60	pack	Sticker Paper 10 pcs/pack (Fuschia Pink, 8.5" x 13")	_____	_____
38	60	pack	Sticker Paper 10 pcs/pack (Neon Yellow, 8.5" x 13")	_____	_____
39	75	roll	Transparent Tape, 1" x 50m	_____	_____
40	25	pad	Yellow Pad	_____	_____
				Sub-Total	_____

**LOT II - JANITORIAL SUPPLIES**

1	200	bottle	Alcohol, Ethyl 70% Solution, Hypoallergenic, 500mL	_____	_____
2	30	piece	Bath Soap, Family Size, 135G	_____	_____
3	10	pack	Detergent Powder, 1.75kg	_____	_____
4	100	pack	Polyethylene Garbage Bag, Black (18.5" x 18.5" x 40") 10pcs/pack	_____	_____
5	300	roll	Toilet Paper, 3 ply, good quality	_____	_____
				Sub-Total	_____

PURPOSE:

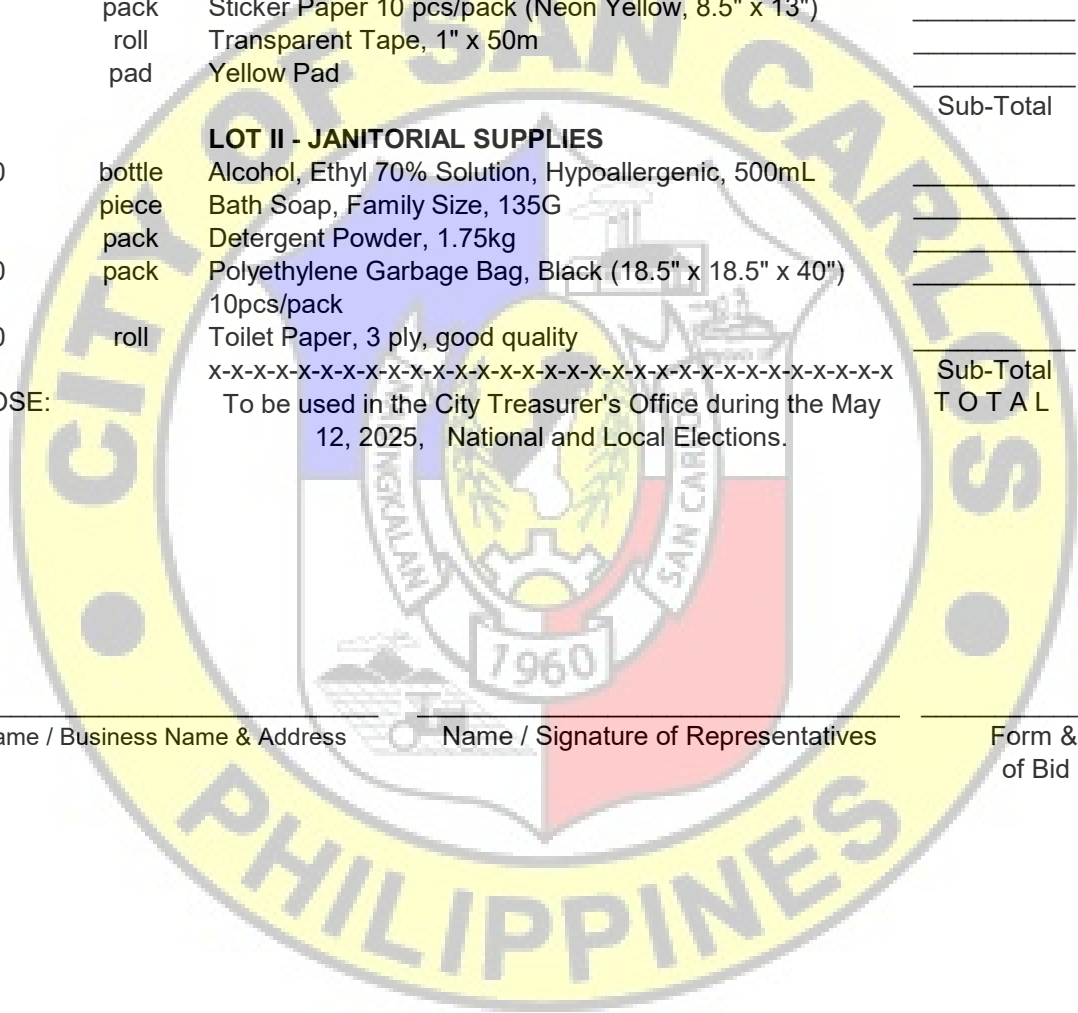
To be used in the City Treasurer's Office during the May 12, 2025, National and Local Elections.

T O T A L

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security



## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-25-02-0314 **DATE** : February 14, 2025

**PURPOSE:** TO BE USED IN THE CITY TREASURER'S OFFICE DURING THE MAY 12, 2025, NATIONAL AND LOCAL ELECTIONS.

**OFFICE :** CTO

**DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS** : 1:30 P.M. , March 11, 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)
<b>Lot 1</b> Office Supplies	: 210,400.00	: 4,208.00	: 10,520.00
<b>Lot 2</b> Janitorial Supplies	: 39,600.00	: 792.00	: 1,980.00

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