## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-25-02-0317

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	4,000	liters	LOT I Gasoline, Premium/Special	20	
1	2,000	liters	Diesel  Note: As per withdrawal basis at the gasoline station of the winning bidder		
	PURPOSE:		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	TOTAL	

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-02-0317 DATE : February 17, 2025

PURPOSE: FOR USE OF VARIOUS SERVICE VEHICLES & OTHER EQUIPMENTS ASSIGNED AT CITY

AGRICULTURE OFFICE.

OFFICE: AGRI

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/ Surety Bond

Bank Draft/Guarantee

(2% of ABC) (5% of ABC)

Lot 1 : 269,720.00 : 5,394.40 : 13,486.00 Lot 2 : 130,200.00 : 2,604.00 : 6,510.00

## **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 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

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: Proportionate to share form with respect

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

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

to total amount of security

e) Bid Securing Declaration

2. 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