

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-02-0397

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
Delivery Term: (All Lots) 10 Working Days upon receipt of P.O.					
LOT I					
1	2	unit	Office Chair, Ergonomic, Leather with Footrest Boss Chair (Black) - High back with swivel and footrests / Leather with arm chair - Including soft pillow - With warranty	_____	_____
LOT II					
1	1	unit	Time and Attendance Machine(<i>Biometric Machine</i>) - 3 inch Finger Scanner / Face Recognition - Color TFT screen with GUI Interface For Ease of use - 1 touch a-second user recognition - Stores 3,000 templates and 100,000 transactions - Reads fingerprints and / or PINs - Communication: USB / NETWORK / Built in serial and Ethernet ports - Power supply: 5v DC 2A / With internal back up battery - Wiegand support / support magnetic contact - With warranty Note: Compatible with our existing software Note: Supplier should have after-sale repair service	_____	_____
2	1	unit	Printer - with scanner / Ink included - can photocopy (colored and black & white) - With warranty	_____	_____
3	1	pcs	UPS-2000VA - offers surge protection, voltage regulation, and dependable battery backup - ensuring uninterrupted operation and longevity for your valuable electronics - Input Voltage 230VAC - Voltage Range 140 - 300VAC - Capacity VA/Wattage 2KVA/1400W - Outlet Socket back-up x4, total of 4 sockets - With warranty	_____	_____
				Sub-Total	_____

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-02-0397

DATE : February 24, 2025

PURPOSE: FOR THE USE OF PUBLIC EMPLOYMENT SERVICE OFFICE, THIS CITY.

OFFICE : PESO

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)		
Lot 1	:	14,000.00	: 280.00	:	700.00
Lot 2	:	37,000.00	: 740.00	:	1,850.00
Lot 3	:	2,800.00	: 56.00	:	140.00
Lot 4	:	1,000.00	: 20.00	:	50.00

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 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**