Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-02-0334

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	UP	RICE	TOTAL
1	800	сору	11 x 17 in (Tabloid Size) 8 pages, full color all pages coated 2 sides (C2S) #80 offset printing, full flush printing back to back, saddle stitch (for October to December 2024) x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-				
	PURPOSE:		Fort	use of the City Information Office.	5/	_	
Com	pany Name /	Business Na	me & Address	Name / Signature of Representa	atives	Form & Amo	ount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-02-0334 DATE : February 17, 2025

PURPOSE: FOR USE OF THE CITY INFORMATION OFFICE.

OFFICE: INFO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., March 25, 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)

55,200.00

1,104.00

2,760.00

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

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

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

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

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

authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
c) Surety Bond callable upon demand issued by a surety or

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.) 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