Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-02-0426

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**.

TEM#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
Delivery Term: (All Lots) 15 Working Days upon receipt of P.O.					
	- 1	- 1	LOTI	1001	
1	50	boxes	Multivitamins with Iron, 100's		
	- 1	4 4	(Not found in DPRI)	4.0	
			3 3 4 5	1000	
	- L		LOT II	100	
1	15	bottle	Computer Ink (Black) for EPS <mark>ON 001</mark> (L6170)		
2	10	bottle	Computer Ink (CYAN) for EPSON 001 (L6170)		
3	10	bottle	Computer Ink (Magenta) for EPSON 001 (L6170)		
4	10	bottle	Computer Ink (Yellow) for EPSON 001 (L6170)		
			7960	Sub-Total	
		1	LOT III		
1	10	box	Priport ink black for DX2430		
2	2	roll	Copy Printer Master Paper DX2430		
			0	Sub-Total	
	400		LOTIV		
1	108	piece	Ballpen (Black), good quality		
2	15	ream	Bond Paper, US, long, Subs., 20		
3	15	ream	Bond Paper, US, short, Subs. 20		
4	150	piece	Brown Envelope (long)		
5	23	piece	Correction Tape (5mm x 8 mm)		
6	78 40	piece	Expanding Envelope w/ garter, long, hard, any color		
7 8	40 20	piece	Expanding Folder, hardbound, long, green Mimeo Paper, long, sub. 18		
9	20	ream	Mimeo Paper, short, sub. 18		
9 10	24	ream piece	Permanent Marking Pen, black (broad-12,fine-12)		
10	24	piece	remailed warking red, black (bload-12,ille-12)	Sub-Total	
			LOT V	Sub-Total	
1	5	bottle	Disinfectant Spray 510 gms.		
'	9	Dottic	NOTATION: For LOT I		
			Must submit latest CPR of each product issued by FDA d	urina biddina	
			2.Supplier should be a CGMP Holder during bidding.	aring blading.	
			3. Must submit sample of each product during bidding.		
			4. Expiration at least two (2) years from date of delivery.		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
PURPOSE:		:	For use in connection with the Adolescent Health &	TOTAL	
			Development Program of City Health Office. (CY 2025)	=	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-02-0426 DATE: February 26, 2025

FOR USE IN CONNECTION WITH THE ADOLESCENT HEALTH & DEVELOPMENT PROGRAM OF CITY PURPOSE:

HEALTH OFFICE. (CY 2025)

OFFICE: CHO

Lot 1

Lot 2

Lot 3

Lot 4

Lot 5

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) 17,250.00 345.00 862.50 25,140.00 502.80 <mark>1,2</mark>57.00 16,000.00 320.00 800.00 4 1,004.50 20,090.00 401.80 3,550.00 71.00 177.50

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 Trea<mark>surer of San Carlos City</mark>.

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

: Proportionate to share form with respect

to total amount of security

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

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

e) Bid Securing Declaration

Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of 2. (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. 3.
- Your price offer must be valid for 120 calendar days. 4.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous 5. to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid. 6.
- 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.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions. 8.

SGD <u> ATTY. MA. CHAT H. DELIMA-CORDERO</u> City Gov't Dept. Head I-OHRM / BAC Chairman **BIDS & AWARDS COMMITTEE**