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

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO:

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
		00	Delivery Term: 15 Working Days upon receipt of P.	0.	
4	25	piece			
1 2	25	piece	Expanding Folder (long, thick quality)	100	
3	4	piece	Folder (long, Ordinar <mark>y, thick, good qua</mark> lity) US Bond Paper, long sub.20		
4		ream	US Bond Paper, short sub.20		
5	4 25	ream	Clear book (long, 20 sheets/book, good quality)		
6		piece	Priport Ink (black, for DX2430)		
7	4	box roll	Master roll DX2430		
	4		Vertical organizer (mental, black, three layers)		
8 9	3 3	tray			
9	3	piece	File box (thick, cardboard, with center division, long)	Sub-Total	
			LOTII	Sub-Total	
1	25	bottle	Computer Ink (black) 003		
2	10	bottle	Computer Ink (black) 003 Computer Ink (yellow) 003		
3	10	bottle	Computer Ink (yellow) 003 Computer Ink (magenta) 003		
	10	bottle	Computer Ink (mageria) 003 Computer Ink (cyan) 003		
4 5	10	unit	AVR		
5	ı	uriit	Specs: 1500w, 5 multi-purpose outlets		
			2 pcs. 110v and 220v (front)		
			3 pcs. 220v back, frequent 50-50Hz outlets		
			100 % made of copper with Servo motor		
6	1	unit	UPS (650 VA, heavy duty)		
U	'	driit	Of O (000 VA, fleavy duty)	Sub-Total	
			LOT III	Oub-10tal	
1	1	unit	Vertical steel filling cabinet, (heavy-duty, 4 drawers,		
	•	dilit	compatible with A4, FC, letter and legal sizes		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
	PURPOSE	Ξ.	For use in connection with Local Health Board of City	TOTAL	
	1 0141 002		Health Office (CY 2025)	101712	
			Ticalui Office (OT 2020)		

Name / Signature of Representatives

Company Name / Business Name & Address

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-02-0455 DATE : February 28, 2025

PURPOSE: FOR USE IN CONNECTION WITH LOCAL HEALTH BOARD OF CITY HEALTH OFFICE (CY 2025)

OFFICE: CHO

Lot 1

Lot 2

Lot 3

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., March 25, 2025

24,9

29.9

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

	Cash/ Manager's Cl Bank Draft/Guarar	Surety Bond
1 PO	(2% of ABC)	(5 <mark>% o</mark> f ABC)
75.00	499.50	1, <mark>2</mark> 48.75
50.00	599.00	1,497.50
00.00	240.00	600.00

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 Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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

: 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