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

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-25-03-0479

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
	- 1	77	Delivery Term: 15 Working Days upon receipt of P.	0.	
			LOT I	100	
1	101	piece	Ballpen (black) good quality		
2	15	ream	Bond Paper, US, sho <mark>rt, sub. 20</mark>	De de la	
3	10	ream	Bond Paper, US, long, sub. 20		
4	30	pack	Board paper, flesh color, short, GQ, 10's/pack		
5	50	piece	Correction Tape GQ		
6	100	piece	Expanding Folder, hardbound, long, green		
7	100	piece	Folder long, 14 pts.		
8	50	ream	Mimeo Paper, Long, S-18		
9	40	ream	Mimeo Paper, short, S-18		
10	42	piece	Paper Clip (bulldog) 75mm		
11	48	piece	Permanent Marking Pen black, (fine), good quality		
12	10	box	Priport Ink black for DX2430		
			(7/1 )	Sub-Total	
			LOT II		
1	4	bottle	Computer Ink (Black) 003 for EPSON L5190		
2	2	bottle	Computer In <mark>k (Cyan</mark> ) <mark>003 for EPSON L5190</mark>		
3	2	bottle	Computer Ink (Magenta) 003 for EPSON L5190		
4	2	bottle	Computer Ink (Yellow) 003 for EPSON L5190		
				Sub-Total	
			LOT III		
1	1	unit	A4 Wi-Fi-All-in-One Ink Tank with ADF		
			(printer/ scanner/ copier fax capability, compact integrated		
			tank design, high yield ink bottles, spill-free error- free refillir	ng,	
			USB 2.0, Wi-fi, Wi-fe direct, ethernet, print resolution approx	Χ.	
			5760 dpi x 1440 dpi, with warranty)		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
F	PURPOS	E:	For use in connection with Dengue and Other Tropical	TOTAL	
			Diseases Council Program of City Health Office.	_	
Comp	pany Name	e / Business Na	ame & Address Name / Signature of Representatives	Form & A	Amount

of Bid Security

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-03-0479 DATE : March 3, 2025

PURPOSE: FOR USE IN CONNECTION WITH DENGUE AND OTHER TROPICAL DISEASES COUNCIL PROGRAM

OF CITY HEALTH OFFICE.

OFFICE: CHO

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

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

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

Lot 1 : 50,000.00 : 1,000.00 : 2,500.00 Lot 2 : 4,000.00 : 80.00 : 200.00 Lot 3 : 16,000.00 : 320.00 : 800.00

## **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

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

e) Bid Securing Declaration

3.

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

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