Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-03-0502

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
		03	Delivery Term: 15 Working Days upon receipt of P.C	200	
1	50	piece	Ballpen (black) GQ		
2	15	pack	Board Paper, Flesh color, short, 10's/pk, good quality	No. of Street	
3	18	ream	Bond Paper, US, long <mark>, sub</mark> . 20		
4	15	ream	Bond Paper, US, short, sub. 20		
5	26	piece	Expanding Folder hard bound, long (red, hard)		
6	10	bottle	Glue (130 gms), non-toxic		
7	5	roll	Masking Tape 2"		
8	12	piece	Pencil #2, Good Quality		
9	24	piece	Permanent marker pen (blac <mark>k, fine-12, broad-</mark> 12)		
10	10	pack	Sticker paper		
11	12	pie ce	<mark>Wytebord Mar</mark> ker Pen black, <mark>broa</mark> d	/	
		1	M	Sub-Total	
			LOT II		
1	2	unit	A4 Wi-fi All-in-One Ink Tank with ADF		
			(printer/ <mark>scanner/cop</mark> ie <mark>r fax capability, compact inte</mark> grated		
			tank design, h <mark>igh yi<mark>eld ink bottles, spill-free</mark> error-free refilling</mark>		
			USB 2.0, Wi-fi, Wi-fe direct, ethernet, print resolution approx.		
			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-		
	PURPOSE:		For use of City Health Office in connection with Water	TOTAL	
			Safety Task Force Program. (CY 2025)		

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-03-0502 **DATE: March 5, 2025**

FOR USE OF CITY HEALTH OFFICE IN CONNECTION WITH WATER SAFETY TASK FORCE PURPOSE:

PROGRAM. (CY 2025)

OFFICE: CHO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., April 8, 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)

Lot 1 Lot 2 15,000.00 300.00 **75**0.00 30,000.00 600.00 <mark>1,5</mark>00.00

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 by a Universal or Commercial Bank in favor of City <mark>Treasure</mark>r o<mark>f San Carlo</mark>s City.

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

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

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

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. 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.
- 6. 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. 8.

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