

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-03-0532

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
Delivery Term: 15 Working Days upon receipt of P.O.					
LOT I: Printing Supplies					
1	10	bot	Printer Ink #008 color: black 127ml		
2	10	bot	Printer Ink #008 color: Cyan 70ml		
3	10	bot	Printer Ink #008 color: Magenta 70ml		
4	10	bot	Printer Ink #008 color: Yellow 70ml		
				Sub-Total	
LOT II: Stationery and Office Supplies					
1	10	box	Ballpen 0.5, Retractable (Black) 50pcs./box (Good Quality)		
2	10	box	Pencil (Good Quality) 12pcs./box		
3	20	box	White Board Marker (Black) 12pcs./box (High Quality Marker Pen)		
4	15	box	White Board Marker (Blue) 12pcs./box (High Quality Marker Pen)		
5	15	box	White Board Marker (Red) 12pcs./box (High Quality Marker Pen)		
6	20	box	Crayons (Nontoxic) 24pcs./box		
7	10	ream	Bond Paper Substance 20 (Short) 80gsm		
8	100	ream	Bond Paper Substance 20 (A4) 80gsm		
9	100	piece	Manila Paper		
10	50	piece	Transparent Tape 1" Big		
11	50	piece	Transparent Tape 2" Big		
12	50	piece	Masking Tape 1" Big		
13	50	piece	Masking Tape 2" Big		
14	50	piece	Correction Tape		
15	100	piece	Cartolina (Assorted Light Colors)		
16	10	pack	Sticker Paper A4 (Matte) 20sheets/pack (Good Quality)		
17	10	pack	Glossy Photo Paper(A4) 20sheets/pack (Good Quality)		
18	100	pack	Special Paper 200gsm (Brilliant White) (A4) 10sheets/pack		
19	40	pack	4R Photo Paper GSM: 180 (Rough Satin) 10sheets/pack		
20	200	piece	Expanding Plastic Envelope with Handle (Transparent)		
21	20	piece	Glue (Big) 130g		
22	15	piece	Clip Board Long (Good Quality)		
23	2	roll	Transparent/Clear Plastic Cover (Gauge 8) 48inches x 50meters		
24	300	piece	Steno Notebook		
				Sub-Total	
PURPOSE:				T O T A L	
			To be used for Various Trainings of the Capacity Building and Training Team Personnel and Participants of City Disaster Risk Reduction and Management Office (CDRRMO).		

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-03-0532 **DATE** : March 10, 2025

PURPOSE: TO BE USED FOR VARIOUS TRAININGS OF THE CAPACITY BUILDING AND TRAINING TEAM PERSONNEL AND PARTICIPANTS OF CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (CDRRMO).

OFFICE : CDRRMO

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/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	:	33,500.00	1,675.00
Lot 2	:	129,325.00	6,466.25

TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
 - Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
 - 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. : Two percent (2%) of the ABC (See above)
 - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
 - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
 - Bid Securing Declaration

- Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of P 500.00 (per City Ordinance No. 23-21, Series of 2023.)

- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- 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.
- 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.

SGD

ATTY. MA. CHAT H. DELIMA-CORDERO

**City Gov't Dept. Head I-OHRM / BAC Chairman
BIDS & AWARDS COMMITTEE**