

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-03-0614

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
LOT I - FUEL					
1	30	ltrs.	Premium Gasoline	_____	_____
2	293	ltrs.	Deisel Fuel	_____	_____
				Sub-Total	_____
LOT II - ROOM ACCOMMODATION (July 05, 2025-Tentative Date)					
1	15	rooms	Standard Rooms (Good for 2 pax)	_____	_____
LOT III - MEALS and SNACKS (July 05 & 06, 2025-Tentative Date)					
LOT III-A MEALS TO BE SERVED AT THE VENUE					
1	70	servings	Meals (Breakfast Buffet Style)	_____	_____
2	70	servings	Meals (Lunch Buffet Style)	_____	_____
3	140	servings	Snacks (AM & PM)	_____	_____
				Sub-Total	_____
LOT III-B DINE IN MEALS					
1	40	servings	Meals (Dinner Buffet Style)	_____	_____
2	40	servings	Meals (Breakfast Buffet Style)	_____	_____
				Sub-Total	_____
LOT IV - TOKENS & CERTIFICATES					
1	5	pack	Vellum Board, Long size; 180gsm (10 sheets per pack)	_____	_____
2	20	pcs	Certificate Frame with glass (8.5 x 13)	_____	_____
3	40	pcs	Abaca Token Bag or Basket	_____	_____
4	40	pack	Packed Native Coffee (250grams/pack)	_____	_____
5	40	pack	Packed Peanut (250 grams/pack)	_____	_____
6	40	pack	Cacao Tablea (500 grams/pack)	_____	_____
				Sub-Total	_____
LOT V - INFORMATIVE MATERIALS (PRINTING)					
1	1	pc	Tarpaulin (6ft x 10ft) with Print	_____	_____
2	1	pc	Tarpaulin (10ft x 18ft) with Print	_____	_____
3	10	pc	Tarpaulin (4ft x 8ft) with Print	_____	_____
4	2	pc	Tarpaulin (3ft x 6ft) with Print	_____	_____
				Sub-Total	_____

Note: LOT 1 is as per withdrawal basis

Note: Please see menu for LOT 3

Note: Winning bidder of LOT 3-A, must provide running water, coffee and table skirting for buffet style set up

Note: Winning bidder of LOT 3-A, must provide meals in packed if needed

Note: Winning bidder of Lot 3-B, must have dine-in service

Note: Delivery Term for LOT 4 is on June 23, 2025 & LOT 5 is on JUNE 1, 2025

Note: Winning bidder/s of LOTS 4 & 5 - See attached sample

PURPOSE:

For the use of Job Fair & Serbisyo Caravan 2025.

T O T A L _____

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-03-0614 **DATE** : March 26, 2025

PURPOSE: FOR THE USE OF JOB FAIR & SERBISYO CARAVAN 2025.

OFFICE : PESO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , April 22, 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 I	: 19,560.21	: 391.20	: 978.01
Lot II	: 22,500.00	: 450.00	: 1,125.00
Lot III-A	: 44,800.00	: 896.00	: 2,240.00
Lot III-B	: 17,600.00	: 352.00	: 880.00
Lot IV	: 37,650.00	: 753.00	: 1,882.50
Lot V	: 14,900.00	: 298.00	: 745.00

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 (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.
- 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