

SHEET NO. 1

PURCHASE REQUEST NO: 1-25-03-0620

ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
Delivery Term: 15 Working Days upon receipt of P.O.					
LOT I					
1	124	piece	Ballpen, 0.5 (Blue-24; black 100)		
2	6	ream	Bond Paper, US long, Sub. 20		
3	10	ream	Bond Paper, US short, Sub. 20		
4	4	ream	Bond Paper (ordinary), long		
5	4	ream	Bond Paper (ordinary), short		
6	10	piece	Clear book long size paper organizer folder 80 pages		
7	40	piece	Correction Tape (5mm x10m) GQ		
8	4	box	Envelope, mailing, long (500/bx)		
9	5	bottle	Glue (135 gms., non Toxic)		
10	50	roll	Masking Tape 1 inch (2 x 100)		
11	50	ream	Mimeo Paper, long. S-18		
12	10	piece	Official record book, long, 300's (8.5"x11")		
13	43	piece	Paper Clip, 75mm(Bulldog, stainless steel)		
14	10	box	Paper Clip, vinyl, coated small		
15	5	box	Paper Fastener (Plastic)		
16	1	unit	Pencil Sharpener manual table type heavy duty		
17	24	piece	Permanent Marking Pen Fine,black		
18	7	piece	Piport ink black for DX2430		
19	25	box	Staple wire #35		
				Sub-Total	
LOT II					
1	20	bottle	Isopropyl Alcohol 70% (500 ml.) Solution Antiseptic/Disinfectant Hypoallergenic w/ moisturizer		
2	20	bottle	Muriatic Acid 250 ml.		
3	10	pack	Soap Powder (Anti-bacterial) 500 gms.		
4	20	piece	Sodium Hydrochloride (bleach, Plus extra thick) 900 ml.		
5	150	roll	Tissue Paper (2ply)		
				Sub-Total	
LOT III					
1	1	piece	Computer Keyboard, USB Type		
2	8	bot.	Computer Ink (BLACK, Genuine) for EPSON L360		
3	1	piece	Computer Mouse, USB Type		
				Sub-Total	
PURPOSE:				TOTAL	
For use in connection with Zero Open Defecation Program of City Health Office (CY 2025)					

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-03-0620 DATE : March 27, 2025

PURPOSE: FOR USE IN CONNECTION WITH ZERO OPEN DEFECATION PROGRAM OF CITY HEALTH OFFICE (CY 2025)

OFFICE : CHO

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 1	:	39,320.00	786.40
Lot 2	:	6,680.00	133.60
Lot 3	:	4,000.00	80.00

TERMS & CONDITIONS

1. 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 Treasurer of San Carlos City. : 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. : Two percent (2%) of the ABC (See above)
 - 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. : Five percent (5%) of the ABC (See above)
 - 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 P 500.00 (per City Ordinance No. 23-21, Series of 2023.)
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