Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-03-0560

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	80	serving	LOT I: Quarterly Meeting of SCCNC Snacks (AM) for 20 pax/meeting (4 session)	40	
1	400	serving	LOT II: Culminating of Nutrition Month Celebration Snacks for 400 pax for 2 batches (200 pax/batch)	9,	
1 2	90 45	serving serving	LOT III: Learning Exchange visit of BNS Snacks (AM/PM) for 45 pax Lunch for 45 pax LOT IV: Conduct Program Implementation Review for Br Snacks for 40 pax. (AM)	Sub-Total gys.	
1 2 3	3 3 3	serving serving serving	LOT V: Conduct Annual Monitoring and Evalution Breakfast for 3 pax Lunch for 3 pax Dinner for 3 pax		
1	2	night	LOT VI Hotel Accommodation for 3 Evaluators	Sub-Total	
1	50	serving	LOT VII: Conduct Capability Building for Brgy. Nutrition Lunch for 50 pax. NOTE: The date and venue shall be provided later	Scholars	
1	PURPOSE	Ξ :	on by the End-user and referred to MENU attached x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	I. TOTAL ₌	

Company Name / Business Name & Address	Name / Signature of Representatives	Form & Amount
		of Bid Security

LOT I 1. Conduct of Quarterly Meeting of San Carlos City Nutrition Committee (April 2025)

MENU:

1st Quarter (20 servings) Pancit Palabok with 2 pcs sliced bread Bottled water 500ml

2nd Quarter (20 servings) HAM AND CHEESE SANDWICH BOTTLED water 500ml

3rd Quarter (20 servings) 2 pcs Fresh Lumpia per person BOTTLED WATER 500ML

4th Quarter (20 servings) CLUBHOUSE SANDWICH BOTTLED WATER 500ML

LOT V 2. Conduct of Annual Monitoring and Evaluation (May 2025)

BREAKFAST (3 SERVINGS) SUNNY SIDE UP EGG PORK TOCINO RICE BANANA COFFEE

LUNCH: (3 SERVINGS)
MIXED VEGETABLES
FRIED CHICKEN
PORK HUMBA
RICE
BOTTLED WATER 500ML

DINNER (3 SERVINGS)
PORK MENUDO
FRIED BONELESS BANGUS
RICE
ANY FRUIT
BOTTLED WATER 500ML

LOT I 3. Conduct of Opening and Culminating of Nutrition Month Celebration (July 2025)

MENU: NUTRITION OPENING PROGRAM

SNACKS: 200 servings HAMBURGER WITH CHEESE BOTTLED WATER 350ML

MENU: NUTRITION CULMINATION PROGRAM

SNACKS: 200 servings CLUBHOUSE SANDWICH BOTTLED WATER 350ML

LOT II 4. Conduct of Learning Exchange Visit of Barangay Nutrition Scholars to Top Performing City on Nutrition Program Implementation (September 2025)

Snacks: AM: 45 servings TUNA SANDWICH BOTTLED JUICE 330ML

Snacks: PM: 45 servings

HAMBURGER WITH CHEESE BOTTLED JUICE 330ML

Lunch: 45 servings Pork Humba Breaded Chicken Sotanghon Guisado Rice Bottled Juice 250ml Bottled Water 500ml

Lot N 5. Conduct of Program Implementation Review for Barangays (November 2025)

Menu: (40 servings) Fresh Lumpia, 2 pcs per serve Bottled Water, 500ml

Lot VII 6. Conduct of Cabality Building for Barangay Nutrition Scholars (December 2025)

Menu: 50 servings Pork Humba Breaded Chicken Chopsuey Rice Bottled Water

Prepared by:

ROWENA T. ITABAG Nutrition Officer II

Noted by:

CGDH Leity Health Officer)

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-03-0560 DATE : March 13, 2025

PURPOSE: FOR USE IN QUARTERLY MEETING AND CULMINATING OF NUTRITION MONTH CELEBRATION IN

CONNECTION WITH SAN CARLOS CITY NUTRITION COUNCIL PROGRAM. (CY 2025) TENTATIVE

DATES (MARCH; JULY; AUGUST; NOVEMBER 2025)

OFFICE: CHO

Lot 1

Lot 2

Lot 3

Lot 4

Lot 5

Lot 6

Lot 7

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., May 6, 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) 112.00 280.00 5,600.00 1,400.00 28,000.00 560.00 810.00 16,200.00 324.00 2,800.00 56.00 140.00 1,980.00 39.60 99.00 2,600.00 52.00 130.00 220.00 11,000.00 550.00

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 Treasurer of San Carlos City.

 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 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

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

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

: 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

- 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