

**SHEET NO. 1**

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-25-04-0694**

quotation of prices will be received for the purchase of the following supplies, materials and equipment to be opened on the date, place and time stated in **INSTRUCTION TO BIDDERS.**

UNIT	ARTICLES	UNIT PRICE
packs	<b>Lot I</b> Biscuits (Assorted Cream-Filled Biscuits, Crackers and Wafer)	
bot	Flavored Juice Drink (Assorted 220 ml)	
		Sub-Total
	<b>Lot II -Meals &amp; Snacks</b>	
servings	Lunch	
servings	Dinner	
servings	Snacks ( A.M.)	
servings	Snacks ( P.M.)	
	<b>Note:</b> Please see attached menu	Sub-Total
	<b>Lot III</b>	
pax	Drug Testing Services	
	<b>Lot IV</b>	
kit	Drug Testing Kits	

## INVITATION TO BID

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ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
<b>Lot I</b>					
1	200	packs	Biscuits (Assorted Cream-Filled Biscuits, Crackers and Wafer)		
2	1,000	bot	Flavored Juice Drink (Assorted 220 ml)		
				Sub-Total	
<b>Lot II -Meals &amp; Snacks</b>					
1	310	servings	Lunch		
2	310	servings	Dinner		
3	137	servings	Snacks ( A.M.)		
4	138	servings	Snacks ( P.M.)		
<b>Note:</b> Please see attached menu				Sub-Total	
<b>Lot III</b>					
1	300	pax	Drug Testing Services		
<b>Lot IV</b>					
1	200	kit	Drug Testing Kits		

1. Lot I is Subject to Progress Billing and as per request order by the End-user. Supplier must replace the remaining biscuits and juices if unconsumed 3 months before its expiration date.
2. Lot II- Subject to Progress Billing and as per request order by the End-user, number of servings depends on the activity to be conducted and shall be communicated by the End-user to the supplier prior the activity .Supplier must provide service water including disposable cups
3. Lot III is subject to Progress Billing as per request Order .
4. Lot IV Delivery Terms is 10 working days upon receipt of the Purchase Order and Supplier must replace the remaining kits if unconsumed 3 months before its expiration date.

PURPOSE:

TOTAL \_\_\_\_\_

Form & Amount  
of Bid Security

**San Carlos City Anti-Drug Abuse Council  
(SCCADAC)**

**Menu for Snacks and Meals**

**CY: 2025**

The meals and snacks to be served in every SCCADAC activity like Implementation of CBDRP Daily Sessions, Regular Quarterly and Special Meetings, Barangay Drug Clearing Program, Random Drug Testing of LGU Employees, School Symposia and other related activities of CY 2025 shall be chosen in any of the following list of menu:


	MEALS		SNACKS
1.	2 servings of Rice, chicken adobo, bihon guisado and soft drinks 220ml	1	Tuna Sandwich and soft drinks 220ml
2.	2 servings of Rice, buttered chicken, mix vegetables and bottled juice 220ml	2.	3 slices and bottled juice 220ml
3.	2 servings of Rice, grilled chicken, pancit canton guisado and bottled juice 220ml	3.	Cheese burger with egg and bottled juice 220ml
4.	2 servings of Rice, beef steak, bihon guisado and orange bottled juice 220ml	4.	3 pcs empanada and orange bottled juice 220ml
5.	2 servings of Rice, grilled pork, mix vegetables and soft drinks 220ml	5.	Clubhouse sandwich and orange bottled juice
6.	2 servings of Rice, sweet & sour chicken, chop suey, bottled juice 220ml	6.	2 slices Banana cake and soft drinks 220ml
7.	2 servings of Rice, sweet & sour pork, mix vegetables and orange bottles juice 220ml	7	Beef Burger with egg and soft drinks 220ml
8.	2 servings of Rice, pork steak, bihon guisado, soft drink 220ml	8	ham & cheese burger and soft drinks 220ml
9.	2 servings of Rice, beef steak in mushroom sauce, chopsuey and bottled juice 220ml	9	7 pcs siomai and orange bottled juice 220ml
10.	2 servings of Rice, fish fillet, chopsuey and soft drink 220ml	10	Tuna Burger and soft drinks 220ml
11.	2 servings of Rice, sweet & sour fish, chopsuey and orange bottled juice 220ml	11	cheeseburger sandwich and orange bottled juice 220ml
12.	2 servings of Rice, sweet & sour chicken, mix vegetables and orange bottled juice 220ml	12	Large siopao beef and orange bottled juice 220ml






13.	2 servings of Rice, sweet & sour meatballs, mushroom soup and orange bottled juice 220ml	13	chicken burger and orange bottled juice 220ml
14.	2 servings of Rice, buffalo wings, mix vegetables and orange bottled juice 220ml	14	pineapple cheese sandwich and bottled juice 220ml
15.	2 servings of Rice, beef teriyaki, pork katsu and orange bottled juice 220ml	15	cheese sandwich and bottled juice 220ml
16.	2 servings of Rice, calamares, shrimp sinigang and orange bottled juice 220ml	16	chicken sandwich and orange bottled juice 220ml
17.	2 servings of Rice, chicken cordon blue, chopsuey and orange bottled juice 220ml	17	Pancit canton with bread and orange bottled juice 220ml
18.	2 servings of Rice, pork BBQ/chicken BBQ, chop suey and orange bottled juice 220ml	18	clubhouse sandwich and orange bottled juice 220ml
19	2 servings of Rice, beef caldereta, vegetable lumpia, and orange bottled juice 220ml	19	Beef burger and drinks 220ml
20	2 servings of Rice, Tinolang Manok, vegetable lumpia and orange bottled juice 220ml	20	Large siopao pork asado and drinks 220ml
21	2 servings of Rice, Cansi, 4 pcs shrimp siomai and orange bottled juice 220ml	21	Large chicken siopao and drinks 220ml
22	2 servings of Rice, buffalo chicken, mix vegetables and orange bottled juice 220ml	22	Large bola-bola siopao and drinks 220ml
23	2 servings of Rice, pork humba, pinakbet and orange bottled juice 220ml	23	Creamy Spaghetti and drinks and drinks 220ml
24	2 servings of Rice, breaded pork in mushroom sauce, lumpia shanghai and drinks juice 220ml	24	Saucy seafood palabok and drinks 220ml
25	2 servings of Rice, sweet & sour fish, and bottled juice 220ml	25	Creamy carbonara and drinks 220ml

Prepared By:

  
**MITOS A. VEPINOSA**  
 SCCADAC Member-Designate  
 Admin Aide II

Recommended by:

  
**ANA LIZA S. MACARAYA**  
 SCCADAC Secretariat/Focal Person  
 Legal Assistant III

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-04-0694 DATE : April 10, 2025

PURPOSE: FOR THE USE OF SCCADAC IN THE IMPLEMENTATION OF CBDRP DAILY SESSIONS, REGULAR QUARTERLY AND SPECIAL MEETINGS, BARANGAY DRUG CLEARING PROGRAM, RANDOM DRUG TESTING OF LGU EMPLOYEES ,SCHOOL-BASED SYMPOSIA AND OTHER RELATED ACTIVITIES CY 2025.

OFFICE : SCCADAC

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/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	: 36,000.00	: 720.00	: 1,800.00
Lot 2	: 179,750.00	: 3,595.00	: 8,987.50
Lot 3	: 90,000.00	: 1,800.00	: 4,500.00
Lot 4	: 11,000.00	: 220.00	: 550.00

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 : Two percent (2%) of the ABC (See above)  
by a Universal or Commercial Bank  
in favor of City Treasurer of San Carlos City.
  - b) Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above)  
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 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