

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 401-25-04-0770

Page 1 of 2

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
1	12	unit	Delivery Term: 30 Working Days upon receipt of P.O. Desktop Computer <ul style="list-style-type: none">- 12th Gen Processor 2.6 GHz (or higher)- Motherboard with On-Board Audio, LAN and Printer Port- 8GB RAM- 4GB Video Card with HDMI Port- Full Tower ATX Casing with 650Watts Power Supply- 1TB SDD Storage- LCD Monitor 21.5" using LED Technology (or higher)- 500Watts AVR (or higher)- 650VA UPS (Heavy Duty)- USB Standard Keyboard- USB Optical Mouse with Pad- Plus Pre-Installed Softwares		
2	2	unit	Desktop Computer <ul style="list-style-type: none">- 12th Gen Processor 2.6 GHz (or higher)- Motherboard with On-Board Audio, LAN and Printer Port- 16GB RAM- 6GB Video Card with HDMI Port- Full Tower ATX Casing with 650Watts Power Supply- 1TB NVME Storage- LCD Monitor 24" using LED Technology (or higher)- 500Watts AVR (or higher)- 650VA UPS (Heavy Duty)- USB Standard Keyboard- USB Optical Mouse with Pad- Plus Pre-Installed Softwares		
3	2	unit	Laptop Computer <ul style="list-style-type: none">- 12th Gen 14 Core Processor 2.6GHz (or higher)- 8GB Memory- 1TB HDD SSD Storage- 14" HD Display (or higher)- WiFi- Network Port (Built-in or External)- Built-in Web Camera- Multi Card Reader- 64-Bit Windows Operating System- Li-Ion Battery- Mouse (USB or Wireless) with Pad- Carrying Case- 1-year warranty		

- Printer/Scanner/ Copier capability
- A3 Scanning
- Wifi Connectivity
- Built-in ink tank system
- High-yield ink bottles
- 1-year warranty

1yr Limited warranty, 7 days replacement

X-X

To be used by the City Disaster Risk Reduction and Management Office (CDRRMO).

TOTAL

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 401-25-04-0770 DATE : April 28, 2025

PURPOSE: TO BE USED BY THE CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (CDRRMO).

OFFICE : CDRRMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , May 13, 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)
:	998,000.00	: 19,960.00
		: 49,900.00

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