Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-04-0763

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	
Delivery Term: (All Lots) 15 Working Days upon receipt of P.O.						
			LOTI			
1	108	piece	Ballpen (black) Good Quality			
2	30	pack	Board Paper, Flesh color 10's/pack, short, Good Quality	000		
3	21	ream	Bond Paper, US, Ion <mark>g, Sub.</mark> 20	1000		
4	21	ream	Bond Paper, US,sho <mark>rt, Sub. 20</mark>			
5	50	piece	Expanding Folder hardbound (red, hard) long			
6	16	bottle	Glue (130gms); non-toxic			
7	55	roll	Masking Tape 2"			
8	25	piece	Pencil #2, Good Quality			
9	48	piece	Permanent marker pen black, fine-24, broad-24			
10	39	piece	Wyteboard Marker Pen black <mark>, broad</mark>			
			LOT II	Sub-Total		
1	25	bottle	Computer ink (Black) 003 for EPSON L5290			
2	15	bottle	Computer ink (Cyan) 003 for EPSON L5290			
3	15	bottle	Computer ink (Magenta) 003 for EPSON L5290			
4	15	bottle	Computer ink (Yellow) 003 for EPSON L5290			
5	3	unit	Keyboard, USB type (good quality)			
6	2	unit	Mouse, USB type (good Quality)			
				Sub-Total		
			LOT III			
1	1	unit	Projector x 1328Wi Wireless			
			Specs:			
			5,000 ANSI Lumens (Standard)			
			WXGA 1,280 x 800 (Native Resolution)			
			DLP Type Projector, with built-in speaker x 1			
			6,000 Hours (Standard), 10,000 Hours (ECO). 15,000			
			hours (Extreme Eco) Lamp Life			
			Wireless Projection, HDMI Cable Bag			
		_	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-			
	PURPOSI	E:		TOTAL =		
			For use in connection with Piggery and Livestock Program			
			of San Carlos City Primary Care Facility (CHO) CY 2025.			
Company Name / Business Name & Address Name / Signature of Representatives					Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-04-0763 DATE : April 25, 2025

PURPOSE: FOR USE IN CONNECTION WITH PIGGERY AND LIVESTOCK PROGRAM OF SAN CARLOS CITY

PRIMARY CARE FACILITY (CHO) CY 2025.

OFFICE: CHO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., June 3, 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)

Lot 1 : 25,000.00 : 500.00 : 1,250.00 Lot 2 : 30,000.00 : 600.00 : 1,500.00 Lot 3 : 35,000.00 : 700.00 : 1,750.00

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 : 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