Republic of the Philippines City of San Carlos Negros Occidental SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-04-0778

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**.

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	53	piece	Ballpen, black	7 \ 1		
2	20	ream	Bond Paper, long S-20	/ \\		
3	12	ream	Bond Paper, short, S-20			
4	51	piece	Correction Tape			
5	37	piece	Expanding Envelope, long, transparent, plastic			
6	60	piece	Expanding Folder, long hardbound, yellow	T	0.00	
7	45	piece	File Folder, long, white, 14pts.	T	100	
8	100	piece	File Folder, short, white, 14pts.	T		
9	7	box	Paper Fastener, plastic, coated, 50's/box			
10	60	piece	Pencil No. 2			
11	40	piece	Record Book, 150 pages	/_		
12	5	piece	Sign Pen, G-2, 0.5 (3-black; 2-blue)	_		
13	20	packs	Special Paper, 8"x11; Ivory, 10pcs/pack)	/ _		
14	38	piece	Spiral Notebook, small, 80 leaves	_		
15	10	box	Staple Wire, #35	_		
16	2	unit	Stapler with staple wire remover (good quality)	_		
Sub-Total						
4	_		LOT II	17		
1	7	bottle	GT52 Ink (BLACK) 70 ml. for HP Printer	1/-		
2	4	bottle	GT52 Ink (CYAN) 70 ml. for HP Printer	/ -		
3	4	bottle	GT52 Ink (Magenta) 70 ml. for HP Printer	_		
4	4	bottle	GT52 Ink (Yellow) 70 ml. for HP Printer	_		
5	1 2	unit unit	Tri-color Printhead for Printer			
6	2	unit	Black Printhead for printer		Sub-Total	
			LOT III		Sub-Total .	
1	15	piece	Certificate Holder			
•	10	picoc	Gertificate Fiolider			
			LOT IV			
1	2	piece	Tarpaulin 8ft. X 6 ft. w/ print			
			Pls see attached Sample		Sub-Total	
			LOT V			
1	1	unit	Laptop			· · · · · · · · · · · · · · · · · · ·
			(at least 15.6" HD Screen size or wider, 12600k pr		•	
			at least 16GB DDR4 memory, at least 512GB SS			
·			with pre installed Windows 11 or higher, MS Office		121)	
	PURPOSE:		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		$T \cap T \wedge I$	
	FURPUSE:		For use of City Health Office in connection with t	uie Sali	TOTAL =	
			Carlos City Nutrition Council Program.			

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-04-0778 DATE : April 28, 2025

PURPOSE: FOR USE OF CITY HEALTH OFFICE IN CONNECTION WITH THE SAN CARLOS CITY NUTRITION

COUNCIL PROGRAM.

OFFICE: CHO

Lot 1

Lot 2

Lot 3

Lot 4

Lot 5

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) 26,625.00 532.50 1,331.25 12,550.00 251.00 627.50 1,425.00 28.50 71.25 4 1,400.00 28.00 70.00 48,000.00 960.00 2,400.00

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 issued by a Universal or Commercial Bank:
Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank,

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

if issued by a foreign bank.
c) Surety Bond callable upon
demand issued by a surety or
insurance company duly
certified by the Insurance

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

certified by the Insurance
Commission as authorized
to issue such security.
d) Any combination of the forego

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 (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