

Form & Amount  
of Bid Security

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

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/ Bank Draft/Guarantee (2% of ABC)		Surety Bond (5% of ABC)	
Lot 1	:	26,625.00	:	532.50	:	1,331.25
Lot 2	:	12,550.00	:	251.00	:	627.50
Lot 3	:	1,425.00	:	28.50	:	71.25
Lot 4	:	1,400.00	:	28.00	:	70.00
Lot 5	:	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:
  - 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