

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-05-0800

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
Delivery Term: (Lot I to Lot V) 15 Working Days upon receipt of P.O.					
LOT I					
1	5	ream	Bond Paper, US, long sub. 20		
2	10	ream	Bond Paper, US, Short, sub. 20		
3	100	piece	Correction tape (5m x 8mm)		
4	20	piece	Expanding Folder, hardbound, long, blue		
5	4000	piece	Folder (white) long		
6	30	piece	Folder (white) short		
7	124	piece	Gel pen 0.5 (black-100, blue-12, red-12) good quality		
8	10	bottle	Glue (130 gms) non-toxic		
9	50	roll	Masking Tape 1"		
10	50	roll	Masking Tape 2"		
11	100	ream	Mimeo Paper, long, S-18		
12	20	ream	Mimeo Paper, short, S-18		
13	43	piece	Official Record Book, 300 pages (11" x 8.5")		
14	20	pcs.	Plastic Envelope, long, good quality		
15	5	box	Paper Clip (Jumbo) 50mm		
16	1	unit	Pencil Sharpener manual table type heavy duty		
17	60	pcs.	Permanent Marking Pen, black fine, good quality		
18	20	box	Priport ink black for DX2430		
19	15	roll	Transparent Tape 1"		
20	15	roll	Transparent Tape 2"		
21	24	pcs.	Sign Pen Retractable 0.5 (good quality) black		
22	50	box	Staple wire #35 (good quality)		
23	56	box	Face Mask, 3 ply, earloop, 50's/box		
24	40	bottle	Isopropyl Alcohol 70% (500 ml) solution antiseptic/ disinfectant hypoallergenic w/ moisturizer		
25	150	roll	Toilet Paper (2ply)		
				Sub-Total	
LOT II					
1	2	can	Disinfectant Spray, 18oz		
2	2	piece	Doormat, oval, cloth (big)		
3	12	bottle	Liquid Handsoap w/ dispenser 225 ml. (Antibacterial)		
4	2	can	Multi Insect Killer (Odorless) 500 ml.		
5	10	bottle	Muriatic Acid-250 ml.		
				Sub-Total	

Sub-Total _____

Sub-Total

TOTAL

TOTAL Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-05-0800 DATE : May 2, 2025

PURPOSE: FOR USE OF CITY HEALTH OFFICE IN CONNECTION WITH SMOKING CESSATION PROGRAM. (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/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	: 134,620.00	: 2,692.40	: 6,731.00
Lot 2	: 4,180.00	: 83.60	: 209.00
Lot 3	: 30,800.00	: 616.00	: 1,540.00
Lot 4	: 2,800.00	: 56.00	: 140.00
Lot 5	: 1,600.00	: 32.00	: 80.00

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 : Two percent (2%) of the ABC (See above)
by a Universal or Commercial Bank
in favor of City Treasurer of San Carlos City.
 - 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.
 - 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.
 - 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 P 500.00
(per City Ordinance No. 23-21, Series of 2023.)
- 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