

Republic of the Philippines  
City of San Carlos  
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-05-0842

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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
<b>Delivery Date: (Lot II-V) June 20, 2025</b>					
<b>Lot I.</b>					
1	90	serving	Breakfast		
2	515	serving	Snacks, AM/PM		
3	205	serving	Lunch		
5	40	serving	Dinner		
.				Sub-Total	
<b><u>June 23, 2025</u></b>			<b><u>June 24, 2025</u></b>		
Am Snacks - 100 pax			Am Snacks - 25 pax		
Lunch - 10 pax					
<b><u>June 25-27, 2025</u></b>			<b><u>June 26-27, 2025</u></b>		
Breakfast - 35 pax x 2 days			Breakfast - 10 pax x 2 days		
AM Snacks - 35 pax x 3 days			AM Snacks - 45 pax x 2 days		
Lunch - 35 pax x 3 days			Lunch - 45 pax x 2 days		
PM Snacks - 35 pax x 3 days			PM Snacks - 45 pax x 2 days		
Dinner - 15 pax x 2 days			Dinner - 10 pax		
<b>Note: See Attached Menu</b>				Sub-Total	
<b>Lot II</b>					
1	4	pc	Tarpaulin w/ print ( 2 ft. x 5 ft.)		
2	4	pc	Tarpaulin w/ print ( 3 ft. x 5 ft.)		
3	1	pc	Tarpaulin w/ print ( 3.5 ft. x 4 ft.)		
4	1	pc	Tarpaulin w/ print ( 3.5 ft. x 3.5 ft.)		
5	6	pc	Sintra Board w/ print ( 1.5 ft. x 2 ft.)		
6	1	pc	Sintra Board w/ print ( 1 ft. x 6 ft.)		
7	10	pcs	Ceramic Mug w/ Personalized Print		
<b>Note: See attached Design</b>				Sub-Total	
<b>Lot III</b>					
1	30	pcs	Plastic Pots ( large)		
2	16	pack	Assorted Vegetable Seeds		
3	10	pcs	Mini Garden Shovel		
				Sub-Total	
<b>Lot IV</b>					
1	10	pcs	250 ml. Glass Tumbler		

X-X

TOTAL

### Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-05-0842 DATE : May 8, 2025

PURPOSE: FOR USE DURING THE 33RD PROVINCIAL ENVIRONMENT MONTH AND 15TH LOCALIZED ENVIRONMENT WEEK CELEBRATION FOR THE PERIOD OF JUNE 23-27, 2025 OF THE CITY ENVIRONMENT MANAGEMENT OFFICE, CEMO, THIS CITY.

OFFICE : CEMO

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	: 120,450.00	: 2,409.00	: 6,022.50
Lot 2	: 8,725.00	: 174.50	: 436.25
Lot 3	: 3,250.00	: 65.00	: 162.50
Lot 4	: 1,500.00	: 30.00	: 75.00
Lot 5	: 3,000.00	: 60.00	: 150.00
Lot 6	: 6,000.00	: 120.00	: 300.00

TERMS & CONDITIONS

1. 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 by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
  - 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, if issued by a foreign bank. : Two percent (2%) of the ABC (See above)
  - c) 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)
  - 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