



**FOR SALE**  
**P 500.00**

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-25-04-0788 **DATE** : April 30, 2025

**PURPOSE:** FOR USE OF CITY HEALTH OFFICE IN CONNECTION WITH HEALTH EDUCATION AND PROMOTION UNIT. (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	:	7,200.00	: 360.00
Lot 2	:	2,100.00	: 105.00
Lot 3	:	12,300.00	: 615.00
Lot 4	:	16,400.00	: 820.00
Lot 5	:	14,000.00	: 700.00

### **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**