

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	_____

FOR SALE
P 500.00

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 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**