

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-05-0823

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: (All Lots) 15 Working Days upon receipt of P.O.					
LOT I					
1	100	piece	Ballpen 0.5 (black-50, blue 25, red 25) Good Quality		
2	7	pack	Board Paper, short, Flesh color, GQ, 10's/pack		
3	22	ream	Bond Paper, US, long Sub. 20		
4	22	ream	Bond Paper, US Short, Sub. 20		
5	24	piece	Pencil #2, Good Quality		
6	40	piece	Correction Tape, Good Quality		
7	50	piece	Expanding Folder, hardbound, long, green		
8	10	bottle	Glue (130gms), non Toxic		
9	25	ream	Mimeo Paper, long Sub. 18		
10	25	ream	Mimeo Paper, short, Sub. 18		
11	65	piece	Notebook 40 lvs. (good quality)		
12	37	piece	Permanent marking pen black, fine, good quality		
13	6	piece	Official Record book 300 pages (11" x 8.5")		
				Sub-Total	
LOT II					
1	1	unit	Laptop (at least 15.6" HD screen size or wider, or higher, at least 16GB DDR4 memory, at least 512 GB SSD and 1 TB HDD, with pre-installed Windows 11 or higher, MS Office H and S 2021)		
2	3	unit	Keyboard, USB type (good quality)		
3	2	unit	Mouse, USB Type (good quality)		
				Sub-Total	
LOT III					
1	1	unit	Inkjet Multi-Function Printer with Tank System Specs: Printer/scanner/copier capabilit Built-in Tank System, High Yield Ink Bottles, 1 year warranty		
LOT IV					
1	15	bottle	Computer Ink (Black) for EPSON 360		
2	7	bottle	Computer Ink (Cyan) for EPSON 360		
3	6	bottle	Computer Ink (Yellow) for EPSON 360		
4	6	bottle	Computer Ink (Magenta) for EPSON 360		
5	12	box	Priport Ink black for DX2430		
				Sub-Total	
PURPOSE:				TOTAL	
For use in connection with STD-HIV/AIDS Council Program of City Health Office. (CY 2025)					

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-05-0823 DATE : May 6, 2025

PURPOSE: FOR USE IN CONNECTION WITH STD-HIV/AIDS COUNCIL PROGRAM OF CITY HEALTH OFFICE. (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	:	30,000.00	1,500.00
Lot 2	:	50,000.00	2,500.00
Lot 3	:	12,000.00	600.00
Lot 4	:	27,660.00	1,383.00

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