## Republic of the Philippines

City of San Carlos

Negros Occidental

#### SHEET NO. 1

# INVITATION TO BID

## PURCHASE REQUEST NO: 1-25-05-0829

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		TOTAL
		Strend 1	Delivery Term: 10 Working Days upon receipt of P.0		
		0 31	COMPUTER ACCESSORIES	40	
1	1	unit	A3+ Original Ink Tank System Printer		
			Printing Method: 4-colour inkjet printer	<b>B</b>	
		1	Number of colours: 4 colour		
		_	Colours: Black [Dye], Cyan [Dye], Yellow [Dye],		
			Magenta [Dye],		
			Paper Formats: A3 (29.7x42.0cm) ,A4 (21.0x29.7		
		X	A5 (14.8x21.0cm), A6 (10.5x14.8cm),B6 ,B5 ,B4,		
		X	Letter, Legal, No.10(Envelope), DL(Envelope),		
			C6(Envelope), C4(Envelope)		
			Supply Voltage: AC 100V – 240V, 50Hz – 60Hz		
			Interfaces: USB, Wi-fi, Wi-fi Direct	/	
			<mark>X-X-</mark> X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	·	
	PURPOSE	:	For the use of City Planning & Development Coordinators	TOTAL	
			Office.		

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

# **INSTRUCTION TO BIDDERS**

PURCHASE REQUEST NO		EST NO	: 1-25-05-0829		DATE : May 8, 2025					
PURP	OSE:	FOR THE U <mark>SE O</mark> F	CITY PLANNING & DEV	ELOPMEN	IT COORDINATORS OFFICE	5. C				
OFFIC	E:	CPDCO	7/	4						
DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , June 3, 2025										
			PLACE : BAC Secretariat Office/CMO Extens							
			AMOUNT OF CO	TRACT	BID SEC					
		U	BINGIO		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)				
			: 25,000.0		500.00 :	1,250.00				
	TERMS & CONDITIONS									
1900										
1.	a)	Cash or <mark>cashier's /</mark> by a Univ <mark>ersal or (</mark>		33. i :	the following forms: Two percent (2%) of the ABC	C (See above)				
in favor of City Treasurer of San Carlos City. b) 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,										
	c)	if issued by a forei Surety Bond callab demand issued by insurance compan certified by the Ins Commission as au to issue such secu	ole upon a surety or y duly urance thorized		Five percent (5%) of the ABC	C (See above)				
	d)	Any combination o	f the foregoing	:	Proportionate to share form to total amount of security	with respect				
	e)	Bid Securing Decla	aration							
2.		•	n the BAC Secretariat Off e No. 23-21, Series of 20		n-refundable fee of =	P 500.00				
3.	Sample or B	rochures of the ma	aterials (if required) shall b	e attached	t to the bid documents.					
4.	Your price of	ffer must be valid f	or 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 Omn	ibus Sworn Staten	nent duly notarized, togeth	ner with yo	ur bid.					
7.		nent reserves the r based on RA 9184		ls, declare	a failure of bidding or not awa	ard				

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