

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
Delivery Date: (Lot II-V) June 20, 2025					
Lot I.					
1	90	serving	Breakfast	_____	_____
2	515	serving	Snacks, AM/PM	_____	_____
3	205	serving	Lunch	_____	_____
5	40	serving	Dinner	_____	_____
				Sub-Total	_____
			June 23, 2025	June 24, 2025	
			Am Snacks - 100 pax	Am Snacks - 25 pax	
			Lunch - 10 pax		
			June 25-27, 2025	June 26-27, 2025	
			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	
Note: See Attached Menu					
Lot II					
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	_____	_____
Note: See attached Design				Sub-Total	_____
Lot III					
1	30	pcs	Plastic Pots (large)	_____	_____
2	16	pack	Assorted Vegetable Seeds	_____	_____
3	10	pcs	Mini Garden Shovel	_____	_____
				Sub-Total	_____
Lot IV					
1	10	pcs	250 ml. Glass Tumbler	_____	_____

FOR SALE
P 500.00

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

- 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