Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-05-0893

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	03	U PRICE	TOTAL
2	2	unit	Lateral Cabine - Lateral file cab - Knock down a - Master keyed - Anti-tilt mecha time safety pui - Smooth full ex - Internal length - 40kg loading o - Color: Grey - Movable file ba - Dimension: (H Pedestal Cabir - 3-drawer mobi - with 3 drawers - 5 support whe - Materials: Env - Finish: Powde - Color: Light Gi - Dimension: 60	pinet 2 drawers nd easy assembling construct central locking system from Conism allowing one drawer oper poses tension metal ball bearing runside strength support capacity for each drawer ar for adapting hanging file of 1320 x W900 x D450mm) net MB-D307 ille pedestal cincluding 1 central lock, 1 pe els for easy mobility ironmental Cold-rolled steel r Coated with anti rust protect	tion CYBER LOCK ening at one nners different size	9	
	PURPOSE:			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-		TOTAL :	
Cor	mpany Name / B	usiness N	Name & Address	Name / Signature of Rep	resentatives	Form & A	

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-05-0893 **DATE: May 21, 2025**

PURPOSE: FOR THE USE OF THE CITY MAYOR'S OFFICE.

OFFICE: CMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., June 10, 2025

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

Cash/ Manager's Check/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

32,000.00

640.00

<mark>1,6</mark>00.00

TERMS & CONDITIONS

The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:

a) Cash or cashier's / Manager's Check issued by a Univ<mark>ersal or Commerc</mark>ial Bank

: Two percent (2%) of the ABC (See above)

in favor of City Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit issued by a Uni<mark>versal or Commercial Bank:</mark> 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)

c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized

: Five percent (5%) of the ABC (See above)

to issue such security.

d) Any combination of the foregoing

: Proportionate to share form with respect

to total amount of security

e) 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

- 3. Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- 4. Your price offer must be valid for 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 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**