Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-05-0919

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**.

IIEM#	QIY.	UNII		ARTICLES	- 1	UPRICE	TOTAL
1 2	30 30	packs packs	Lot I: Assorted I Peanut (Baked/S Peanut Turon 10			Sub-Total	
	- 1		Lot II: Token				
1	40	pcs	Abaca Scrunch (Assorted Color)	1		
2	30	pcs	Abaca/Pandan B	ag (28cm x <mark>9cm</mark> x 16cm)	- /.	A /	
3	15	pcs	Pandan Rectang	ular Tray (30cm x 27 <mark>cm)</mark>		No.	
4	15	pcs	Pandan Round T				
			·	er & cover: <mark>34 diameter)</mark>		Sub-Total	
			Note:	2000 J			
			* Progress billing		P		
				civities and number of participants			
		1		e determined by the end-user -x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x	VVV	,	
	PURPOS	E.		ice Tokens to Resource Persons/O		TOTAL	
TOTAL COL.				guests for the year 2025.	nee	TOTAL	
				guests for the year 2020.			
							
Company Name / Business Name & Address Name / Signature of Representatives						Form & Amount of Bid Security	

357.00

<mark>1,5</mark>11.25

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-05-0919 **DATE: May 28, 2025**

FOR USE AS OFFICE TOKENS TO RESOURCE PERSONS/OFFICE GUESTS FOR THE YEAR 2025. PURPOSE:

OFFICE: **NEGOSYO CENTER**

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)

Lot 1 Lot 2

7,140.00 142.80 30,225.00 604.50

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 Universal or Commercial Bank in favor of City <mark>Treasure</mark>r o<mark>f San Carlo</mark>s City.

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

b) 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. c) Surety Bond callable upon

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

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

demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized 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

2. 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. 3.
- Your price offer must be valid for 120 calendar days. 4.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous 5. 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. 8.

SGD ATTY. MA. CHAT H. DELIMA-CORDERO City Gov't Dept. Head I-OHRM / BAC Chairman **BIDS & AWARDS COMMITTEE**