Republic of the Philippines

City of San Carlos

Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-05-0934

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
1	1 URPOSE:	Gunit	Inkjet Multi-Fu * All-in-one Ink * Print speed o * Prints up to A * Automatic du * Ultra-high pa * Wi-Fi, Wi-Fi I x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	n: 15 Working Days upon reco Inction Printer with Ink Tank Sys Tank Printer of up to 17.0 ipm A3+ (for Simplex) uplex printing ge yield of 7500 pages (black) and	eipt of P.O. otem	
Comp	any Name /	Business Na	ame & Address	Name / Signature of Represer	ntatives Forn	n & Amount

of Bid Security

INSTRUCTION TO BIDDERS

PURC	HASE REQUEST NO	: 1-25-05-0934	DATE : May 29, 2025	5					
PURP	OSE: FOR THE	USE OF THE CITY MAYOR'S OFFIC							
OFFIC	E: CMO								
DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M., June 17, 2025									
		PL	ACE : BAC Secretariat Office/C	BAC Secretariat Office/CMO Extension Office					
		AMOUNT OF CONTR	ACT BID SEC	BID SECURITY					
	0		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)					
		: 35,000.00	700.00	1,750.00					
		TEDME 9 C	ONDITIONS	• /					
		IERNIS & C	ONDITIONS						
1.	 a) Cash or caby a University a University a University of the second s	accompanied by a BID SECURITY in a ashier's / Manager's Check issued rsal or Commercial Bank City Treasurer of San Carlos City. /guarantee or irrevocable letter of cred a Universal or Commercial Bank: however, that it shall be confirmed or ted by a Universal or Commercial Bar y a foreign bank. Ind callable upon sued by a surety or company duly / the Insurance on as authorized ich security. nation of the foregoing ng Declaration	: Two percent (2%) of the AB dit : Two percent (2%) of the AB nk, : Five percent (5%) of the AB : Proportionate to share form to total amount of security	C (See above)					
2.	-	ents from the BAC Secretariat Office a 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.								
7.	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.								

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