## Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-25-06-0966

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**.

TEM#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
1	1	unit	Delivery Term: 15 Working Days upon receipt of P. Personal Computer (CPU components only)  * 8000u Series Processor 2.5GHz (4mb cache or higher)  * Motherboard with On-Board Audio, Lan and Printer Port  * 8GB ram  * Full Tower ATX Casing with 650Watts Power Supply  * 512gb SSD HDD Storage  * 650 Watts AVR  * Windows Enhanced Keyboard  * Optical Mouse with Pad		
			* Plus Pre installed Softwares		
2	1	unit	LCD Monitor 21.5" using LED Technology		
3 4	1	un <mark>it</mark> unit	650VA UPS (Heavy Duty)  Multi-Function Printer with Built-in Tank System		
ı	PURPOSI	<b>E</b> :	* Printer/Scanner/Copier Capabilities  * Built-in Tank System  * High-Yield Ink Bottles  * 1 Year Warranty & after Sales Service  x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x	TOTAL	
				-	
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount of Bid Security	

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-25-06-0966 **DATE: June 4, 2025** 

**PURPOSE:** FOR USE OF THE OFFICE OF THE REVENUE DISTRICT OFFICER

OFFICE: CMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., June 24, 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)

42,000.00

840.00

**2,1**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, : Two percent (2%) of the ABC (See above)

if issued by a foreign bank. c) Surety Bond callable upon 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

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

: 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**