

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-06-0978

Page 1 of 2

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 Term: (Lots III, IV, V, VI-A & VI-B) 10 Working Days upon receipt of P.O.					
LOT I: MEALS AND SNACKS with FUNCTION HALL					
1	3	day	Morning Snacks @45 pax (July 09-11, 2025)		
2	3	day	Lunch @45 pax (July 09-11, 2025)		
3	3	day	Afternoon Snacks @45 pax (July 09-11, 2025)		
4	10	pack	Afternoon Snacks (July 08, 2025)		
5	4	night	Dinner (July 08-11, 2025) @ 10 pax per night		
Inclusion:				Sub-Total	
Twelve (12) Hours Usage of Big Function Hall (good for 300pax); Sound System with Four (4) Wireless Microphones; Two (2) Projector Screens with Stage Platform; Tables & Chairs; and Wireless Internet Connection.					
LOT II: ACCOMMODATION					
1	4	night	Deluxe Room with two (2) single beds and breakfast @ 2 rooms per night (July 08-11, 2025)		
Inclusion/ Amenities:					
Toiletries; Towels; Bathroom with Hot & Cold Shower; Wireless Internet Connection; Heating, Ventilation, & Air Conditioning (HVAC); and Desk for Workspace.					
LOT III: TRAINING SUPPLIES AND MATERIALS					
1	15	pc	Clear Transparent Acrylic Desk Stand Name Plate Holder (Double Sided) 12 inches x 4 inches		
2	20	pc	Reflective Safety Vest (Yellow Green) Large sample attached		
3	20	pc	Reflective Safety Vest (Red) Large sample attached		
4	45	pc	Customized ID Lanyard (1 inch) Black with design attached		
				Sub-Total	
LOT IV: TARPAULIN					
1	1	pc	Welcome Streamer (3ftx8ft) design attached		
2	1	pc	Backdrop Streamer (4ftx6ft) design attached		
3	12	pc	Activity Streamer (3ftx5ft) design attached		
4	2	pc	Activity Streamer (4ftx5ft) design attached		
5	2	pc	Activity Streamer (2ftx4ft) design attached		
				Sub-Total	
LOT V: TRAINING ACTIVITY SHIRT					
1	45	pc	Activity Shirt (sublimation w/ print) design attached		

LOT VI - A: TOKEN OF APPRECIATION

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	52
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1 5 pc Native Bag (attached sample)

To be used by the Instructors, Participants and Training Team of the Basic Incident Command System (BICS) Training Course on July 08-11, 2025 at San Carlos City, Negros Occidental in Partnership with Office of Civil Defense (OCD) NIR.


Name / Signature of Representatives

Form & Amount of Bid Security

NATIVE BAG



Prepared by:


Tyrone James D. Marabillo
Local DRRM Officer I



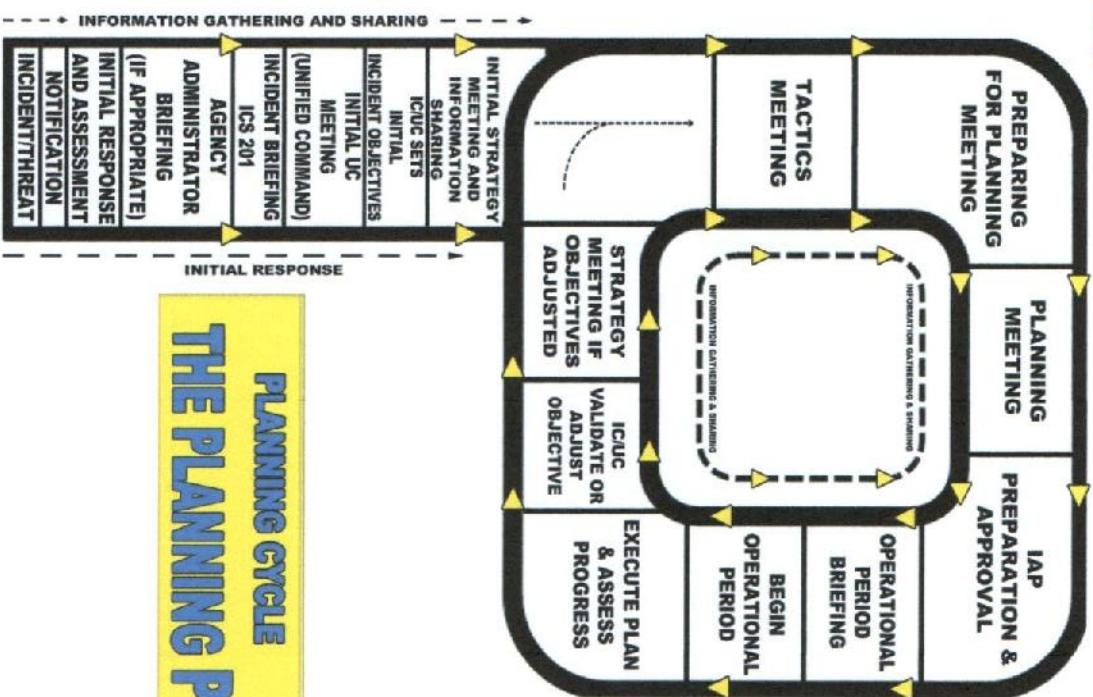


TRAINING ACTIVITY SHIRT (BICS)

Prepared by:

TYRONE JAMES D. MARABILLO
Local DRRM Officer I





ICS PLANNING P

2X4ft

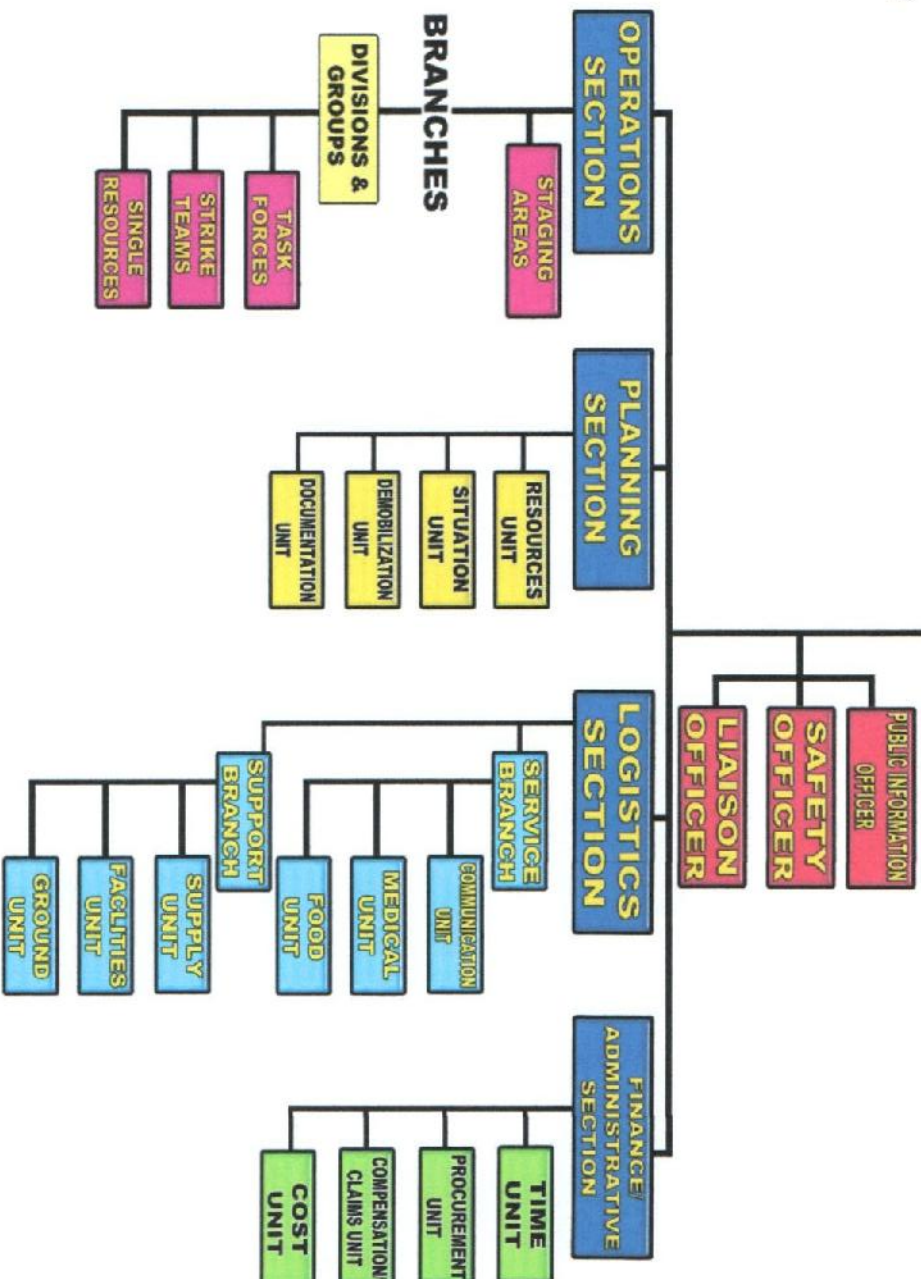
2 COPIES

Prepared by:

 TYRONE JAMES D. MARABILLO
 Local DRRM Officer I



INCIDENT COMMANDER



ICS ORGANIZATION

|

4x5ft

|

2 COPIES

Prepared by:

TYRON JAMES D. MARABILLO

Local DRM Officer I



INCIDENT/EVENT SAFETY, RISK AND HEALTH ANALYSIS
ICS 215-A

1. INCIDENT/EVENT NAME		2. OPERATIONAL PERIOD From (Date and Time): To (Date and Time):			
3. DIVISION/ GROUP / OTHERS	4. POTENTIAL HAZARDS/ THREATS				5. MITIGATING MEASURES (eg. PPE, buddy system, escape routes)
	(Check box if the hazard applies)				
Use additional sheets as necessary					
6. Prepared by SOFR		Name and Signature:		Date Prepared:	
7. Prepared by OSC		Name and Signature:		Date Prepared:	
				Time Prepared:	
				Time Prepared:	

ICS 215-A | 3x5ft | 4 COPIES

Prepared by:
TYRON JAMES O. MARABILLO
Local DRRM Officer I



1. INCIDENT/EVENT NAME

From (Date and Time):
To (Date and Time):

14. PREPARED BY OSC
Name and Signature:

Time Prepared:

4 COPIES



ICS 211

4. CHECK-IN INFORMATION

[illegible]

Use additional sheets as needed

Page ____ of ____

5. Prepared by (_____)

Name and Signature:

Date Prepared:

Time Prepared:

ICS 211

3x5ft

4 COPIES

Prepared by: 
 TYRONE JAMES D. MARABILLO
 Local DMM Officer I

[Handwritten signature]



ICS

INCIDENT COMMAND SYSTEM
TRAINING COURSE

San Carlos City, Negros Occidental

April 23-25, 2025

ICS BACK DROP

4X6ft

1 COPY

Prepared by:


TYRON JAMES B. MARABILLO
Local DRRM Officer I





WELCOME

PARTICIPANTS/FACILITATORS/RESOURCE PERSONS/GUESTS

BASIC INCIDENT COMMAND SYSTEM TRAINING COURSE

San Carlos City, Negros Occidental | April 23-25, 2025

ICS WELCOME BANNER | 3X8ft | 1 COPY

Prepared by:

TYRON E. JAMES P. MARABILLO
Local DRRM Officer I

TRAINING ACTIVITY ID LANYARD (BICS)



Prepared by:
TYRONE JAMES D. MARABILLO
Local DRM Officer I



ICS VESTS

Prepared by:

TYRON JAMES D. MARABILLO
Local DRRM Officer I



INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-06-0978 DATE : June 4, 2025

PURPOSE: TO BE USED BY THE INSTRUCTORS, PARTICIPANTS AND TRAINING TEAM OF THE BASIC INCIDENT COMMAND SYSTEM (BICS) TRAINING COURSE ON JULY 08-11, 2025 AT SAN CARLOS CITY, NEGROS OCCIDENTAL IN PARTNERSHIP WITH OFFICE OF CIVIL DEFENSE (OCD) NIR.

OFFICE : CDRRMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , June 24, 2025

PLACE : BAC Secretariat Office/CMO Extension Office

<u>AMOUNT OF CONTRACT</u>		<u>BID SECURITY</u>	
		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1	: 144,900.00	: 2,898.00	: 7,245.00
Lot 2	: 20,000.00	: 400.00	: 1,000.00
Lot 3	: 19,525.00	: 390.50	: 976.25
Lot 4	: 5,770.00	: 115.40	: 288.50
Lot 5	: 31,500.00	: 630.00	: 1,575.00
Lot 6-A	: 9,250.00	: 185.00	: 462.50
Lot 6-B	: 1,500.00	: 30.00	: 75.00

TERMS & CONDITIONS

1. 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 Treasurer of San Carlos 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. : 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 to issue such security. : Five percent (5%) of the ABC (See above)
 - 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
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