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# INVITATION TO BID

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TOTAL

Form & Amount  
of Bid Security

RE-ORIENTATION SEMINAR FOR NEW ENTRANTS

LIGA Function Room, Park Marina

July 24-25, 2025

MENU

DATE	MENU	NO. OF SERVINGS
July 24, 2025 Morning	CHEESEBURGER SOFTDRINK (SWAKTO)	35
July 24, 2025 LUNCH	Rice Buttered Chicken Pork Sinigang Swakto	35
July 24, 2025 Afternoon	Cheese Pemiento Sandwich Iced Tea 220 ml	35
July 25, 2025 Morning	Spaghetti with Bread Iced Tea 237 ml	35
July 25, 2025 Lunch	Rice Breaded Porkchop Fish Sweet & Sour Swakto	35
July 25, 2025 Afternoon	Ham & Egg Sandwich Softdrink (Swakto)	35

NOTE:

- = Snacks should be served by 9 am and 2 pm
- = Hot and Cold Dispenser should be provided
- = Flowing coffee should be provided

Prepared by:

SHEILA LYNN S. PELOTENIA  
Process Server

NOTED:

ATTY. MA. CHAT DELIMA-CORDERO  
City Government Department Head I

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-06-0979 DATE : June 4, 2025

PURPOSE: SNACKS DURING THE RE-ORIENTATION SEMINAR FOR NEW ENTRANTS ON JULY 24-25, 2025 AT THE LIGA FUNCTION ROOM, PARK MARINA.

OFFICE : OHRM

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/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
:	35,000.00	: 700.00
		: 1,750.00

TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
  - 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)
  - 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)
  - 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)
  - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
  - 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
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- 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.
- 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