Republic of the Philippines

City of San Carlos

Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 4-25-05-0798

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.			ARTICLES	U PRICE	TOTAL				
Delivery Term: 15 Working Days upon receipt of P.O.										
1	70	Roll	Ribbon	Cartridge LX-310 for Epson printer	100					
2	23	Btl.	Ink 003	(Magenta)						
3	23	Btl.	Ink 003	(Cyan)						
4	23	Btl.	Ink 003	(Yellow)						
5	23	Btl.	Ink 664	(Magenta)						
6	23	Btl.	Ink 664	(Cyan)						
7	23	Btl.		(Yellow)						
8	6	box	Comput	er paper plain w/ SP 9x11 1ply						
<mark>x-x</mark> -x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-										
PURPOSE: For use of the City Waterworks Department. TOTAL										
10.										
STPP IV										

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

INSTRUCTION TO BIDDERS

PURC	HASE REQ	UEST NO	: 4-25-05-0798	DATE : Ma	<mark>ay 2,</mark> 2025						
PURP	OSE:	FOR USE OF TH	E CITY WATERWORKS DEP.	ARTMENT.	0						
OFFIC	E:	CWD	7								
DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , June 24, 2025											
	PLACE : BAC Secretariat Office/CMO Extension										
			AMOUNT OF CONTR	ACT	BID SECURITY						
		U	Binac	Cash/ Manager's Bank Draft/Gua (2% of ABC	irantee						
			: 75,450.00	1,509.00	: 3,772	.50					
			XX								
		1-1	TERMS & C	CONDITIONS							
1.	The Bid/Bi	ds shall be accomp	anied by a BID SECURITY in a	any of the following form	s:						
) Cash o <mark>r cashier's</mark> by a Univ <mark>ersal or</mark>	/ Manager's Check issued Commercial Bank easurer of San Carlos City.) of the ABC (See above)					
	b	 Bank draft/guaran issued by a Unive Provided, howeve 	tee or irrevocable letter of cree rsal or Commercial Bank: r, tha <mark>t i</mark> t shall be confirmed or	TINK) of the ABC (See above)					
	с	if issued by a fore) Surety Bond calla demand issued by	ble upon / a surety or) of the ABC (See above)					
		insurance compar certified by the Ins Commission as a to issue such sect	surance uthorized								
) Any combination of	of the foregoing	: Proportionate to s to total amount of	share form with respect f security						
	e) Bid Securing Dec	laration								
2.	Secure bio		m the BAC Secretariat Office ; ce No. 23-21, Series of 2023.)		of <u>P 500</u>).00					
3.	Sample or	Brochures of the m	aterials (if required) shall be a	ttached to the bid docum	ients.						
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 On	nnibus Sworn Stater	ment duly notarized, together v	with your bid.							
7.		nment reserves the ct based on RA 918	right to reject any or all bids, d 4.	leclare a failure of bidding	g or not award						

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