Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 401-25-05-0940

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
		De	livery Te <mark>rm: (All Lots) 7 W</mark> or <mark>king</mark> Days upon receipt o	of P.O.	
		091	Lot I	40	
1	10	pcs.	Wall Fans(16" Fan Blade, Wall Fan)		
			(S) (L) (2) (1)	De de de	
	- 1		Lot II		
1	1	pc.	Refrigerator(6.3 cubic ft., no frost inverter top freezer		
		\			
			Lot III	-	
1	4	units	Central Processing Unit(Components Only)		
		1	*8000U Series Processor 2.5GHz(4mb cache or higher)		
			*Motherboard w/on-board au <mark>dio,LAN and printe</mark> r po <mark>rt</mark>		
			*8GB RAM		
			*Full tower ATX casing with 650watts power supply	/	
			*512 SSD HDD storage		
			*650 watts AVR		
			*Windows enhanced keyboard		
			*Optical mouse with pad		
2	4	unito	*Plus pre-installed softwares		
2 3	4 4	units units	LCD monitor 21.5" using LED technology 650VA UPS(heavy duty)		
3 4	4	units	Multi-Function Printer w/ built-in tank system		
4	4	units	*printer/scanner/copier capability	Sub-Total	
			*built-in ink tank system	Sub-10tal	
			*high yield ink bottles		
			*1year warranty		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
	PURPOSE:		For the use of Operation of Guidance Center for Minors	TOTAL	
	. 0 00		and Womens & Children Crisis Center.		
			and from the a crimaren crisic content		
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 401-25-05-0940 DATE : May 29, 2025

PURPOSE: FOR THE USE OF OPERATION OF GUIDANCE CENTER FOR MINORS AND WOMENS & CHILDREN

CRISIS CENTER.

OFFICE: CSWDO

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

18,000.00

21,600.00

164,000.00

BID SECURITY

Cash/ Manager's Check/
Bank Draft/Guarantee
(2% of ABC)

Surety Bond
(5% of ABC)

360.00

432.00

1,080.00

3,280.00

8,200.00

Lot 1 Lot 2 Lot 3

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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank

in favor of City Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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.

 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

: Proportionate to share form with respect

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

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