

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: 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.				Sub-Total	_____
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 with 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	_____	_____

NATIVE BAG



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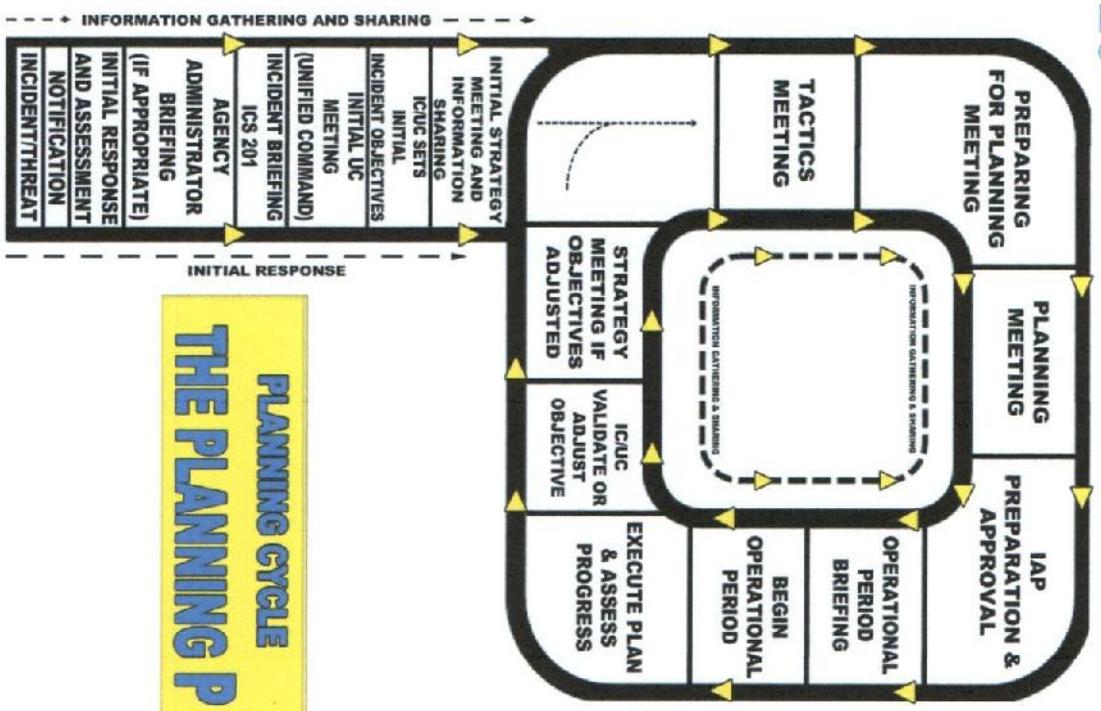
Prepared by: *[Handwritten signature]*
Tyrone James D. Marabillo
Local DRRM Officer 1



TRAINING ACTIVITY SHIRT (BICS)

Prepared by:

TYRON JAMES D. MARABILLO
Local DRRM Officer I

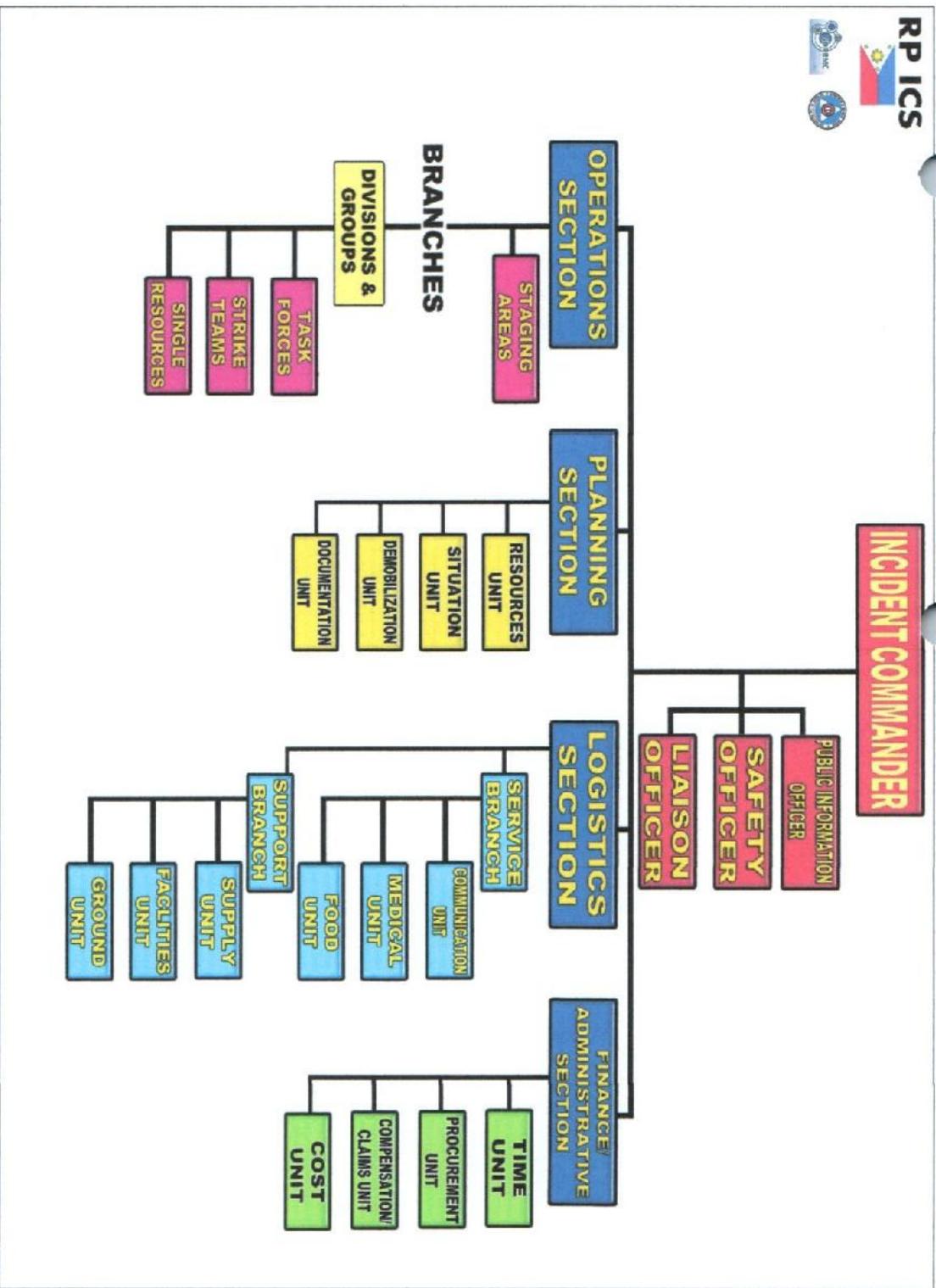


PLANNING CYCLE
THE PLANNING P

ICS PLANNING P | 2X4ft | 2 COPIES

Prepared by:
[Signature]
TYRON JAMES D. MARABILLO
Local DRRM Officer 1

[Signature]



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:

Time Prepared:

7. Prepared by OSC Name and Signature:

Date Prepared:

Time Prepared:

ICS 215-A | 3X5ft | 4 COPIES

Prepared by:

TYRONE JAMES O. MARABILLO
 Local DRRM Officer I



IBASIG ICS

INCIDENT COMMAND SYSTEM
TRAINING COURSE

San Carlos City, Negros Occidental

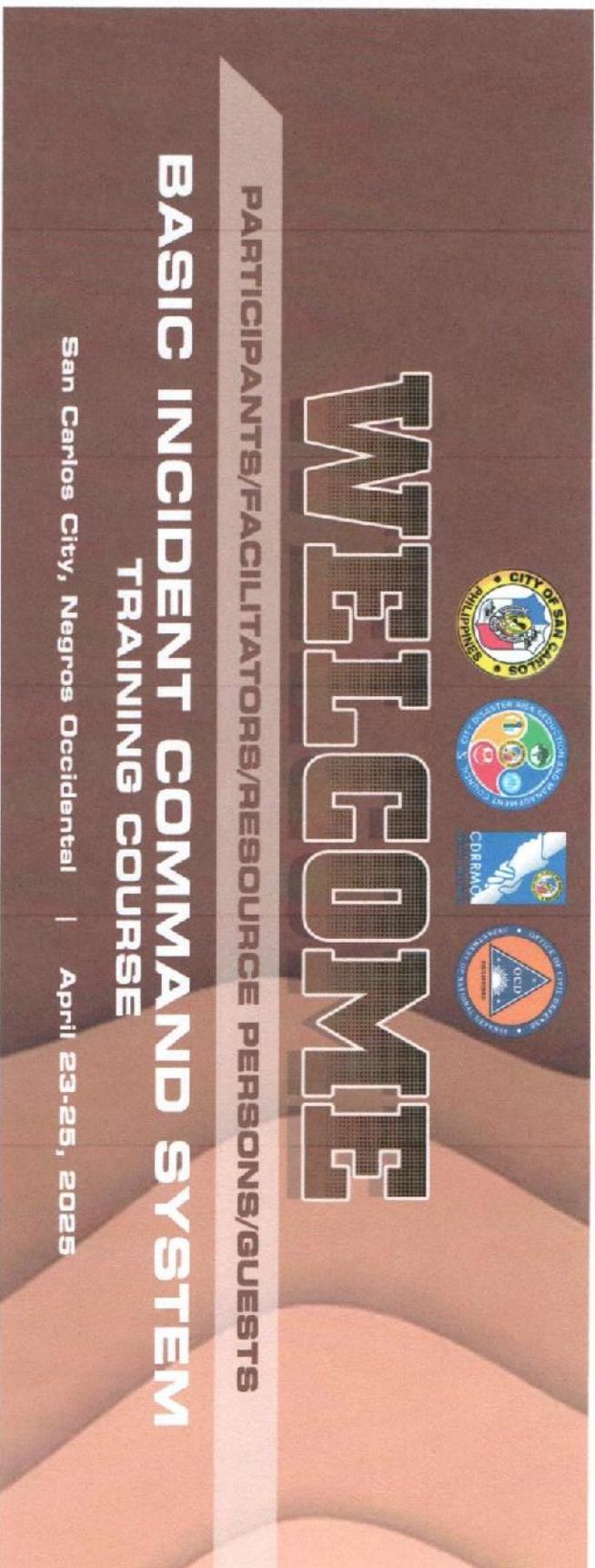
April 23-25, 2025

ICS BACK DROP | 4X6ft | 1 COPY

Prepared by:

TYRON JAMES B. MARABILLO
Local DRM Officer I





ICS WELCOME BANNER | 3X8ft | 1 COPY

Prepared by:

[Signature]
TYRON JAMES P. MARABILLO
Local DRRM Officer I

[Signature]



TRAINING ACTIVITY ID LANYARD (BICS)

Prepared by:
[Signature]
TYRONE JAMES D. MARABILLO
Local DRRM Officer I

[Signature]



ICS VESTS

Prepared by:

[Signature]
TYRON JAMES D. MARABILLO
Local DRRM Officer I

[Signature]

**FOR SALE
P 500.00**

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

- 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 P 500.00 (per City Ordinance No. 23-21, Series of 2023.)

- 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