

[illegible]

# INVITATION TO BID

ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
1	200	servings	Snacks		
2	80	servings	Lunch		

X-X

To be used for the Budget Hearing for CY 2026 on August 18 - September 5, 2025.

Form & Amount  
of Bid Security

# SCHEDULE & MENU

## Budget Hearing for CY 2026

### SNACKS

Date: **August 18, 2025 (MONDAY)**

Time: 8:30 A.M.

Venue: City Budget Office

34 servings - ham & cheese  
19 bots - Softdrinks  
15 servings - Bottled Water

Date: **August 18, 2025 (MONDAY)**

Time: 1:30 P.M.

Venue: City Budget Office

32 servings - Ube Cheese Roll  
17 bots - Softdrinks  
15 servings - Bottled Water

Date: **August 19, 2025 (TUESDAY)**

Time: 8:30 A.M.

Venue: City Budget Office

28 servings - Tuna Sandwich  
18 bots - Softdrinks  
10 servings - Bottled Water

Date: **August 19, 2025 (TUESDAY)**

Time: 1:30 P.M.

Venue: City Budget Office

28 servings - cheese bun  
18 bots - Softdrinks  
10 servings - Bottled Water

Date: **August 20, 2025 (WEDNESDAY)**

Time: 8:30 A.M.

Venue: City Budget Office

49 servings - Cinnamon Roll  
34 bots - Softdrinks  
15 servings - Bottled Water

Date: **August 20, 2025 (WEDNESDAY)**

Time: 1:30 P.M.

Venue: City Budget Office

29 servings - Bihon Guisado with Sliced Bread  
14 bots - Softdrinks  
15 servings - Bottled Water

### LUNCH

Date: **August 18, 2025 (MONDAY)**

Time: 12:00 NOON

Venue: City Budget Office

30 pax - Salt & Pepper Pork Spare Ribs, Mixed Seafood, Beef & Broccoli, Rice  
15 bots - orange juice  
15 servings - Bottled Water

Date: **August 19, 2025 (TUESDAY)**

Time: 12:00 NOON

Venue: City Budget Office

30 pax - Kare-Kare Pata, Fried Chicken, Pancit Sonyatsen, Rice  
15 bots - Iced Tea  
15 servings - Bottled Water

Date: **August 20, 2025 (WEDNESDAY)**

Time: 12:00 NOON

Venue: City Budget Office

30 pax - Pork Sinigang, Beef Steak Tagalog, Chicken Mexican Roll, Rice  
15 bots - orange juice  
15 servings - Bottled Water

Approved by:

  
**Sandra Luz B. Briones**  
CGDH- (City Budget Officer)

CONTACT PERSON: JENNIFER L. LOBATON

CONTACT NUMBER: 3125-402

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-06-1018 DATE : June 16, 2025

PURPOSE: TO BE USED FOR THE BUDGET HEARING FOR CY 2026 ON AUGUST 18 - SEPTEMBER 5, 2025.

OFFICE : CBO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , July 8, 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)
:	48,000.00	: 960.00
		: 2,400.00

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