#### Republic of the Philippines

City of San Carlos

Negros Occidental

### SHEET NO. 1

## INVITATION TO BID

## PURCHASE REQUEST NO: 1-25-06-1064

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
1	2	Units	Delivery Term: 15 Working Days upon receipt o Inkjet Multi-Function Printer - Printer/Scanner/ Copier capability - Built-In Ink Tank System - High Yield Ink Bottles - 1 year Warranty	f P.O.	
2	1	unit	Maintenance Box with Chips (L6290)		
3	1	unit	Re-Setter (L6290)		
			Note: Supplier must have Repair Service After Sales	x-x	
F	URPOSI		For use of City Engineering Department.	TOTAL	

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount of Bid Security

# **INSTRUCTION TO BIDDERS**

PURCI	CHASE REQUEST NO : 1-25-06-1064	DATE : June 25, 2025						
PURPO	<b>OSE:</b> FOR USE OF CITY ENGINEERING DEPARTMENT.							
OFFIC	E: CED							
DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , July 22, 2025								
	PLACE : BAC Secretariat Office/CMO Extension Offi							
	AMOUNT OF CONTRACT	BID SECURITY						
		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)					
	: 39,150.00	783.00 :	1, <mark>9</mark> 57.50					
			• /					
TERMS & CONDITIONS								
<ol> <li>The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:         <ul> <li>a) Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.</li> <li>b) 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.</li> <li>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.</li> <li>d) Any combination of the foregoing</li> <li>e) Bid Securing Declaration</li> </ul> </li> <li>2. Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of P 500.00</li> </ol>								
	(per City Ordinance No. 23-21, Series of 2023.)	-						
3.	Sample or Brochures of the materials (if required) shall be attache	d to the bid documents.						
4.	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.							
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