Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-07-1151

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.

I EIVI #	QIY.	UNIT	ARTICLES	UPRICE	TOTAL
1	4	C pc	Delivery Term: 15 Calendar Days upon receipt of F Office Equipment Monobloc Chairs with Armrest and Foam Seat	2.0.	
			 C formed base with spring effect Color black Metal based Mesh Back 		
			- Capacity of 100kg. - See attached picture for reference	9	
2	2	рс	Foldable Table		
			- Four (4) seaters - 4 feet, can be folded into half		
			- 120kg to 150kg capacity		
			- Reinforced plastic on top with extendable steel legs - See attached picture for reference		
			x- <mark>x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-</mark>		
	PURPOSE	•	For use of BAC Secretariat & Procurement Division of City Mayor's Office, this city.	TOTAL =	
Com	nany Name	/ Business N	lame & Address Name / Signature of Representatives	Form & A	t

of Bid Security

Actual Photo of the Item:



Noted:

MA. BRYLAD REBADOMIA CGADH - BAC Sec. & Proc. Div. (Head BAC Sec.)

Photo of the Item:



Noted:

MA. BRITA DIREBADOMIA CGADH - BAC Sec. & Proc. Div. (Head BAC Sec.)

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1151 DATE : July 15, 2025

PURPOSE: FOR USE OF BAC SECRETARIAT & PROCUREMENT DIVISION OF CITY MAYOR'S OFFICE, THIS CITY.

OFFICE: BAC-Sec

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M., July 29, 2025

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

Cash/ Manager's Check/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

(2% 01 ABC

(370 OI ADC)

30,600.00

612.00

1,530.00

TERMS & CONDITIONS

1. 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 by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)

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,

: Two percent (2%) of the ABC (See above)

authenticated by a Universal or Comr if issued by a foreign bank. c) Surety Bond callable upon demand issued by a surety or

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

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

to total amount of security

e) Bid Securing Declaration

2. 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.

4. Your price offer must be valid for 120 calendar days.

3.

- **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