

City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-07-1155

Quotation of prices will be received for the purchase of the following supplies, materials and equipment to be opened on the date, place and time stated in **INSTRUCTION TO BIDDERS**.

UNIT	ARTICLES	UNIT PRICE
	Delivery Term: 15 Working Days upon receipt of P.O. Digital Multi-Function Printer * Copier, Printer and Colored Scanner * With auto reverse document feeder * A3 (11' X 17") Printing and Scanning Area * 27 copies per minute * 1x500 sheets cassette tray and 1x100 sheet bypass tray * 600 dpi resolution * 512 mb standard memory * Scan once print many operation * Enlarger/reducer * Sorting * Multiple copying up to 999 copies * Network connection ready * Folder print (can save original in memory) * Back to back copying printing * First output speed 6.5 seconds * Scan to USB	

INVITATION TO BID

ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
Delivery Term: 15 Working Days upon receipt of P.O.					
1	1	unit	Digital Multi-Function Printer		

Digital Multi-Function Printer

- * Copier, Printer and Colored Scanner
- * With auto reverse document feeder
- * A3 (11' X 17") Printing and Scanning Area
- * 27 copies per minute
- * 1x500 sheets cassette tray and 1x100 sheet bypass tray
- * 600 dpi resolution
- * 512 mb standard memory
- * Scan once print many operation
- * Enlarger/reducer
- * Sorting
- * Multiple copying up to 999 copies
- * Network connection ready
- * Folder print (can save original in memory)
- * Back to back copying printing
- * First output speed 6.5 seconds
- * Scan to USB
- * 1 year warranty & after sales service

PURPOSE: For the use of the City Mayor's Office.

TOTAL Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1155 DATE : July 16, 2025

PURPOSE: FOR THE USE OF THE CITY MAYOR'S OFFICE.

OFFICE : CMO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , August 5, 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)
:	90,000.00	:
	1,800.00	:
		4,500.00

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