## Republic of the Philippines City of San Carlos Negros Occidental

### SHEET NO. 1

# **INVITATION TO BID**

**PURCHASE REQUEST NO: 1-25-07-1156** 

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**.

ITEN##	OTV	LINUT	ARTICLES	LLDDICE	TOTAL
ITEM#	QTY.	UNIT	ARTICLES	U PRICE	IOIAL
			Delivery Term: 15 Working Days upon receipt of P.	O	
1	1	unit	Personal Computer (CPU component only)		
	111	<u> </u>	* 8000U Series Proc <mark>essor 2.5Ghz (4</mark> mb Cache or higher)	100	
			* Motherboard with On-board Audio, Lan and Printer Port	688	
			* 8GB RAM		
			* Full Tower ATX Casing with 650 Watts Power Supply	/ /	
			* 1TB SSD NVME Storage * 650 Watts AVR		
			* Windows Enhanced Keyboard	<b>60</b> /	
	1		* Optical Mouse with Pad		
	1		* Plus Pre-installed Softwares		
2	1	unit	LCD Monitor 21.5" using LED Technology		
3	1	unit	650VA UPS (Heavy-duty)		
4	2	unit	Multi-Function Printer with Built-in Tank System		
			* Printer/Scanner/Copier capability		
			* Built-in Ink Tank System		
			* High-yield Ink bottles		
5	2	unit	USB 3.2 Type C Portable SSD External		
			*Capacity: 1 TB		
			*Interface: USB 3.2 Gen 2x2		
			*Performance: Up to 2000MB/s read, 2000MB/s		
			write speeds		
			*Dimension: (L x W x H): 112.6mm x 59mm x 10.6mm		
			(4.433" x 2.323" x 0.417") *System Supported: MAC OSX 10.6+ Windows 11/10/7/8,		
			Android 4.4+		
			*1 Year warranty on parts F40 labor for items 1 to 5		
			Note:		
			1. Please see attachment for item no. 5		
			2. Supplier should have after sale service repair		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
	PURPOSE:		For use of the City Mayor's Office.	TOTAL _	
				_	

Name / Signature of Representatives

Form & Amount of Bid Security

Company Name / Business Name & Address

### INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1156 DATE : July 16, 2025

**PURPOSE:** FOR 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/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

65,508.00

1,310.16

3,275.40

### **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

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

in favor of City Treasurer of San Carlos City.

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

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

authenticated by a Universal or Conif issued by a foreign bank.
c) Surety Bond callable upon demand issued by a surety or insurance company duly.

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 amoun

to total amount of security

e) 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

- 3. 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.
- **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