

City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-07-1186

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: 10 Working Days upon receipt of P.O.	
Unit	Personal Computer (CPU Components Only) 8000U Processor 2.5GHz (3M Cache or Higher) Motherboard with On-Board Audio, Video, LAN and Printer Port 8GB RAM Full Tower ATX Casing with 650Watts Power Supply 1TB SSD Storage Multi-Media Speakers 650Watts AVR USB Windows Enhanced Keyboard USB Optical Mouse with Pad Plus Pre-Installed Softwares	
Unit	LCD Monitor 21.5" using LED Technology	
Unit	650VA UPS (Heavy-Duty)	
Unit	Multi-Function Printer with Ink Tank System Printer/Scanner/Copier capability Built-in tank system High-yield ink bottles	

INVITATION TO BID

[illegible]

For using and providing the tracking system of the City
Legal Office.

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1186 DATE : July 17, 2025

PURPOSE: FOR USING AND PROVIDING THE TRACKING SYSTEM OF THE CITY LEGAL OFFICE.

OFFICE : LEGAL

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)			
:	41,900.00	:	838.00	:	2,095.00

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: : Two percent (2%) of the ABC (See above)
Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
 - 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. : Five percent (5%) of the ABC (See above)
 - 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 (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. ESTEFANIO S. LIBUTAN, JR.
City Administrator / BAC Vice-Chairman
BIDS & AWARDS COMMITTEE