

Republic of the Philippines  
City of San Carlos  
Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-25-06-0954**

Page 1 of 2

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
<b>Delivery Term: 15 Working Days upon receipt of P.O.</b>					
<b>LOT I</b>					
1	26	ream	Bond Paper, US (long, sub 20)		
2	26	ream	Bond Paper, US (short, sub 20)		
3	50	piece	Expanding Folder (green, hardbound) long		
4	50	piece	Folder, white, long		
5	20	roll	Masking Tape 2		
6	36	piece	Permanent marker pen black, fine		
7	15	box	Staple wire #35		
8	12	pack	Sticker Paper, A4 glossy		
9	5	bottle	Stamping Pad ink black		
				Sub-Total	
<b>LOT II</b>					
1	12	box	Gloves (latex, large)), 100's/box		
2	50	bottle	Isoprophyl Alcohol 70% (500 ml) Solution Antiseptic/		
			Disinfectant Hypoallergenic w/ moisturizer		
3	113	roll	Tissue Paper ( 2 ply)		
				Sub-Total	
<b>LOT III</b>					
1	20	bottle	Computer Ink (Black) for EPSON 360		
2	10	bottle	Computer Ink (Cyan) for EPSON 360		
3	10	bottle	Computer Ink (Yellow) for EPSON 360		
4	10	bottle	Computer Ink ( Magenta) for EPSON 360		
				Sub-Total	
<b>LOT IV</b>					
1	110	piece	Ballpen black .05 (good quality)		
2	25	piece	Official record book, long 300's		
3	20	box	Paper clip, venyl, coated, small		
4	20	box	Paper clip, venyl, coated, jumbo		
5	25	ream	Special Paper (green) 250 pcs/ream		
6	25	ream	Special Paper (yellow) 250 pcs/ream		
				Sub-Total	
<b>LOT V</b>					
1	2	unit	Computer Table		
			Specs: caster wheels for easy moving made from		
			Melamine & Particle Board, color: Light Oak		
2	1	unit	Office Table		
			Specs: Five drawers for storage (3 with lock) 1 door		
			for storage, color-Choco		
3	1	unit	Steel Filling Cabinet 4 drawer (size: 27 x 18.5 x 52 inches		
				Sub-Total	

pack Chlorine free, DPD method. Reagents for 25 tests

unit Inkjet Multi-Function Printer with Tank System  
Specs: Printer/scanner/copier capability Built-in Tank  
System, High Yield Ink Bottles, 1 year warranty

unit Laptop (at least 15.6" HD screen size or wider, or higher, at least 16GB DDR4 memory, at least 512 GB SSD and 1 TB HDD, with pre-installed Windows 11 or higher, MS Office H and S 2021)

unit	Webcam 1280 x 720 pixels/720p (HD ready) good quality
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PURPOSE:

For use of Primary Care Facility in connection with Water and Environmental Sanitation Program (CY 2025).

Sub-Total

TOTAL

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount  
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-06-0954 DATE : June 2, 2025

PURPOSE: FOR USE OF PRIMARY CARE FACILITY IN CONNECTION WITH WATER AND ENVIRONMENTAL SANITATION PROGRAM (CY 2025).

OFFICE : CHO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , August 12, 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)
Lot 1	: 19,535.00	: 390.70	: 976.75
Lot 2	: 12,962.00	: 259.24	: 648.10
Lot 3	: 19,500.00	: 390.00	: 975.00
Lot 4	: 20,000.00	: 400.00	: 1,000.00
Lot 5	: 20,200.00	: 404.00	: 1,010.00
Lot 6	: 4,200.00	: 84.00	: 210.00
Lot 7	: 61,800.00	: 1,236.00	: 3,090.00

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, if issued by a foreign bank. : Two percent (2%) of the ABC (See above)
  - 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 P 500.00 ( per City Ordinance No. 23-21, Series of 2023.)
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