Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-07-1131

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**.

TEM#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
	- 1	77	Delivery Term: 20 Working Days upon receipt of P.	0.	
		631	LOT I	100	
1	1	piece	CALCULATOR (Electronic), good quality	201	
			- 12 digits, 1.5V, wit <mark>h Backs</mark> pace		
2	8	piece	STAPLER (heavy duty)		
			- (30 sheet-stapling capac <mark>ity, twin l</mark> ever)		
3	1	piece	STAPLER (heavy duty)		
			- (100 sheet-stapling capacity, throat depth: 60mm double	9/	
			clincher life, quick loading, soft-grip)		
4	7	piece	STAPLER with REMOVER (heavy duty)		
5	2	piece	STAPLE WIRE REMOVER (heavy duty, plier type)		
			(Please see attached pictures for Stock Nos. 2-5)	Sub-Total	
			N. S.		
			LOT II		
1	4	piece	64Gb USB FLASHDRIVE		
			- (heavy duty, good quality)		
2	8	piece	COMPUTER KEYBOARD (with Numeric Pad)		
			- (soft touch, <mark>heavy duty, good quality)</mark>		
3	8	piece	OPTICAL MOUSE (with Double Click Button)		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	Sub-Total	
PURPOSE:		E:	To be used by the City Treasurer's Office.	TOTAL	
Comp	oany Name	e / Business Na	ame & Address Name / Signature of Representatives	Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1131 **DATE: July 11, 2025**

TO BE USED BY THE CITY TREASURER'S OFFICE PURPOSE:

OFFICE: CTO

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/

Surety Bond

Bank Draft/Guarantee (2% of ABC)

(5% of ABC)

Lot 1 Lot 2

23,250.00 12,800.00

465.00 256.00 **1,1**62.50 640.00

TERMS & CONDITIONS

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 <mark>Treasure</mark>r o<mark>f San Carlo</mark>s City.

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

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. c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance

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

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 (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. 3.
- Your price offer must be valid for 120 calendar days. 4.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous 5. to the government subject to post evaluation by the BAC.
- 6. 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. 8.

SGD ATTY. MA. CHAT H. DELIMA-CORDERO City Gov't Dept. Head I-OHRM / BAC Chairman **BIDS & AWARDS COMMITTEE**