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

SHEET NO. 1

## **INVITATION TO BID**

PURCHASE REQUEST NO: 1-25-07-1195

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
Delivery Term: 15 Working Days upon receipt of P.O.							
1 2 3	5 2 1	units set pcs	Lot I SSD SATA 500G Keyboard & Mous 64gb Flash Drive	se , USB <mark>3.0</mark>		0	
4 5	3 2	units units	Multi-Function Pri -with Print, Scan -inkjet Type	nch using LED Technolo inte <mark>r w/ Built In Ink Ta</mark> nk & Copy Functions		Sub-Total	
1	LOT II Compact Document/Image Scanner, ADF Heavy duty Automatic Document Feeder (Scanner only) -20ppm (200dpi) Speed B & W (A4 Portrait) -20ppm (200 dpi) speed Colour (A4 Portrait) -50 sheets ADF -A4 Format -Colour, greyscale and Black & white capture -600 dpi Optical resolution -74 -863.6 mm Maximum document Length -52 -215.9 mm Maximum document Width -USB Connectivity -Includes: Paper Stream IP Driver, Software Operation Panel, Error Recovery Guide, Page Manager, fine Reader Scanner Central Admin Agent						
1	3	units	Lot III Junior Executive -Mesh back -Steel base -Gas lift -with Arm Rest -with Head Rest				
	PURPOSI	Ξ:	X-X-X-X-X-X-X-X-X-	ve After Sale Repair Seix-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	<-x-x-x-x-x-x-x	TOTAL <sub>.</sub>	
Com	pany Name	e / Business N	lame & Address	Name / Signature of	Representatives	Form & A	Amount

of Bid Security

(5% of ABC)

## INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1195 DATE : July 18, 2025

**PURPOSE:** TO BE USED BY THE CITY ASSESSOR'S OFFICE.

OFFICE: ASSESSOR'S

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS: 1:30 P.M.,

PLACE: BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

Cash/ Manager's Check/ Surety Bond
Bank Draft/Guarantee

(2% of ABC)

Lot 1 : 57,100.00 : 1,142.00 : 2,855.00 Lot 2 : 30,000.00 : 600.00 : 1,500.00 Lot 3 : 13,500.00 : 270.00 : 675.00

## **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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank

in favor of City Treasurer of San Carlos City.

b) Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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 : Five percent (5%) of the ABC (See above) 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 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. MA. CHAT H. DELIMA-CORDERO
City Gov't Dept. Head I-OHRM / BAC Chairman
BIDS & AWARDS COMMITTEE