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

SHEET NO. 1

## INVITATION TO BID

PURCHASE REQUEST NO: 1-25-07-1221

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
		De	livery Te <mark>rm: (All Lots) 45 Working</mark> Days upon receipt	of P.O.	
Note: Please see sample at BPLO Office					
			LOT I:	100	
1	100	рс	Bicycle Plates (Clear <mark>Acrylic Material w</mark> / digital		
		1	print sticker backgrou <mark>nd</mark> ), Color: Cornfield Cream		
			Serial Numbers: 001 - 100, CY 2026, Size: 5" x 3"		
2	70	pair	Motorcab Plates, Serial Numbers: 11541 - 11610		
	1		Embossed Galvanized Plate, Color Red	Sub-t <mark>ot</mark> al	
	1		Length: 10 inches, Width: 12 inches		
			LOT II:		
1	3,750	nc	Sticker with Print for Business Plates,		
'	3,730	рс	CY 2026, Size: 1" x 2", Color: Cornfield Cream		
2	2,000	рс	Printed Reflectorized Sticker for Pedicab Plates,		
	_,		CY 2025, Size: 1" x 2", Color: Cornfield Cream		
3	3,170	рс	Printed Reflectorized Sticker for Motorcab		
			Plates, Size: 2.5" x 5.7", Color: Red		
4	150	рс	Printed Reflectorized Sticker for Motorcab		
			Plates, Size: 2.5" x 5.7", Color: Yellow		
5	470	рс	Printed Reflectorized Sticker for Motorcab		
			Plates, Size: 2.5" x 5.7", Color: Green		
6	300	рс	Printed Reflectorized Sticker for Motorcab		
			Operators (Name of Owner/Operator), Size: .6" x 9". x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	Sub-total	
	PURPOSE:		For use in the Business Permit & Licensing Office, City	TOTAL	
	TORTOGE.		Mayor's Office, this city.	TOTAL =	
			wayor a Office, tilla city.		
Con	npanv Name / E	Business N	lame & Address Name / Signature of Representatives	Form & A	mount

of Bid Security

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-25-07-1221 **DATE: July 22, 2025** 

FOR USE IN THE BUSINESS PERMIT & LICENSING OFFICE, CITY MAYOR'S OFFICE, THIS CITY. PURPOSE:

CMO (BPLO) OFFICE:

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

Surety Bond

BID SECURITY

Cash/ Manager's Check/ Bank Draft/Guarantee

(2% of ABC)

(5% of ABC)

Lot 1 Lot 2

53,400.00 1,068.00 2,670.00 256,000.00 5,120.00 **12,**800.00

## **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)

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 (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**