Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-07-1234

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
	- 1	Deliv	very Term: (Lot II & <mark>III) To</mark> be <mark>Deli</mark> vered on September	1, 2025	
		631	Lot I: Snacks	000	
1	30	pax	AM Snacks	100	
2	50	pax	PM Snacks		
			\\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Sub-Total	
	- 1		Lot II: Delicaci		
1	20	pack	Peanut, baked,200 grams		
2	20	bottle	Peanut Butter, 370 grams		
3	20	pack	Biscocho, 100 grams		
4	20	pack	Ground Coffee, 100 grams	Cul Tatal	
			Lot III: Souvenirs	Sub-Total	
1	20	bag	Tote bag		
2	20	Lei	Welcome Lei		
_	_0	20.	Note: See attached Menu	Sub-Total	
			x-x- x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-		
I	PURPOSE	:	To be served to the City Tourism Office for the	TOTAL	
			Tourguiding Competition on September 5,2025.		
			(Elementary, Junior Highschool & Senior Highschool).		
Company Name / Business Name & Address Name / Signature of Representatives				Form & Amount	

of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1234 DATE : July 24, 2025

PURPOSE: TO BE SERVED TO THE CITY TOURISM OFFICE FOR THE TOURGUIDING COMPETITION ON

SEPTEMBER 5,2025. (ELEMENTARY, JUNIOR HIGHSCHOOL & SENIOR HIGHSCHOOL).

OFFICE: TOURISM

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 : 8,000.00 : 160.00 : 400.00 Lot 2 : 10,710.00 : 214.20 : 535.50 Lot 3 : 14,000.00 : 280.00 : 700.00

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

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

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

to total amount of security

e) Bid Securing Declaration

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