

PURCHASE REQUEST NO: 1-25-07-1237

[illegible]

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1237 DATE : July 24, 2025

PURPOSE: FOR USE OF SCCADAC IN THE IMPLEMENTATION OF CBDRP DAILY SESSIONS, REGULAR QUARTERLY AND SPECIAL MEETINGS, BARANGAY DRUG CLEARING PROGRAM, RANDOM DRUG TESTING OF LGU EMPLOYEES ,SCHOOL-BASED SYMPOSIA AND OTHER RELATED ACTIVITIES CY 2025.

OFFICE : SCCADAC

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	: 38,240.00	: 764.80	: 1,912.00
Lot 2	: 198,400.00	: 3,968.00	: 9,920.00
Lot 3	: 90,000.00	: 1,800.00	: 4,500.00
Lot 4	: 22,000.00	: 440.00	: 1,100.00

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 : 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 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