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

SHEET NO. 1

## **INVITATION TO BID**

PURCHASE REQUEST NO: 1-25-07-1237

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**.

of the government to be opened on the date, place and time stated in instruction to bibbles.					
ITEM#	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
			Lot I		
4	000	The same of			
1	228	packs	Biscuits (Assorted Cream-Filled Biscuits ,Crackers and		
_	4.000	Page 1	Wafers 30-35 grams/10 pcs in a pack )		
2	1,000	bot	Flavored Juice Drink (assorted like orange ,mango,	-	
			pineapp <mark>le and ice tea 220 ml</mark> )	Sub-Total _	
		4 6	Note: Subject to Progress Billing as per request order by		
		<b>63 11</b>	the End-user.	000	
			Supplier must <mark>replace</mark> th <mark>e remaini</mark> ng b <mark>iscuits</mark> and juices	1500	
			if unconsumed <mark>3 months before it</mark> s ex <mark>piratio</mark> n date.	The state of	
			121111111111111111111111111111111111111		
			Lot II -Meals & Snacks		
1	420	servings	Lunch	<b>A</b>	
2	200	servings	Dinner	91	
3	310	servings	Snacks ( A.M.)		
4	310	servings	Snacks ( P.M.)		
			Note: Subject to Progress Billing and as per request order	Sub-Total	
			by the End-user ,number of servings depends on the activity		
			to be conducted and shall be communicated by the End-user		
		1	to the suppplier prior the activity. Supplier must provide service	ce	
			water including disposable cups. Meals must consist 2 cups		
			of rice ,main viand ,side dish and softdrinks (220 ml).		
			Please see attached menu.		
			Lot III		
1	300	pax	Drug Testing Services		
		•	<b>Note:</b> Subject to Progress Billing as per request Order by		
			the End-User.		
			Lot IV		
1	400	kit	Drug Testing Kits with specimen cups		
			Note: Delivery Terms is 10 working days upon receipt of the		
			Purchase Order and Supplier must replace the remaini	ing	
			kits if unconsumed 3 months before its expiration date.		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
	PURPOSE:		For use of SCCADAC in the Implementation of CBDRP	TOTAL	
			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.		

## 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

38,240.00

198,400.00

90,000.00

22,000.00

BID SECURITY

Cash/ Manager's Check/
Bank Draft/Guarantee
(2% of ABC)

764.80
3,968.00
1,800.00

Surety Bond
(5% of ABC)

1,912.00
9,920.00
4,500.00

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

440.00

Lot 1 Lot 2 Lot 3 Lot 4

## 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 demand issued by a surety or insurance company duly certified by the Insurance

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

1,100.00

- 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