Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO:

1-25-07-1244

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 open	<mark>ed</mark> o <mark>n the date, plac</mark> e and	I time stated in INST	RUCTION TO B	DDERS.	
ITEM#	QTY.	UNIT		ARTICLES		U PRICE	TOTAL
		Del	ivery Term: (All Lots)	15 Working Day	s upon receipt	of P.O.	
			Lot I.				
1	2	units	Personal Computer (C	PU Components Or	nlv)		
	-		-11th Gen Processor				
			-Motherboard with On			Port	
			-8GB RAM			100	
	1 4		-Full Tower ATX Casi	n <mark>g wi</mark> th 650Watts Po	ower Supply	1 600	
	1 6		-1TB SSD Storage		1 - 1 - 1	40	
			-Multi-Media Speakers	s (built-i <mark>n or ex</mark> ternal			
			-500Watts AVR (or high			100	
			-USB Standard Keybo				
			-USB Optical Mouse v				
			-Plus Pre-Installed So				
2	2	units	LCD Monitor 21.5 " usi		or higher		
3	2	units	650VA UPS (Heavy-D				
4	4	units	Multi-Function Printer		n /		
			-Printer/Copier/Scann				
		1	-Built-in ink tank syste		//_		
			-High-yield ink bottles	\ _	Ca		
			-1-year Warranty				
5	2	units	Automatic Voltage Reg	gulator	The state of the s		
			-1000 Watts	mmil	VV	Sub-Total	
			-Servo-Motor Type				
			-				
			Lot II.				
1	1	unit	Laptop Computer				
			-11th Gen Processor	1.9GHz (12M Cache	or higher)		
			-16GB Memory				
			-1TB HDD/SSD Stora	ge			
			-15.6" HD Display				
			-Wifi				
			-Network Port (Built-in	•			
			-Built-in Web Camera				
			-Multi Card Reader				
			-64-Bit Windows Oper	rating System			
			-Li-Ion Battery				
			-Optical Mouse with p	ad			
			-Carrying Case				
			-1-year warranty				
			NOTE: Supplier shou	ıld have after-sales	repair services		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-				
	PURPOSE:		Procurement of Vari	• •	•	TOTAL	
			Agricu	Iture Office, this city.			

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-07-1244 DATE : July 25, 2025

PURPOSE: PROCUREMENT OF VARIOUS IT EQUIPMENTS FOR USE OF CITY AGRICULTURE OFFICE, THIS CITY.

OFFICE: AGRI

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<mark>% of A</mark>BC) (5<mark>% o</mark>f ABC)

Lot 1 Lot 2 : 116,800.00 : 2,336.00 : 5,840.00 : 48,000.00 : 960.00 : 2,400.00

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 by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)

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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.

: Five percent (5%) 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.

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