

**SHEET NO. 1**

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-25-06-1069**

quotation of prices will be received for the purchase of the following supplies, materials and  
 ent to be opened on the date, place and time stated in INSTRUCTION TO BIDDERS.

UNIT	ARTICLES
000 set	<p><b>Delivery Term: 30 Working Days upon receipt of P.O.</b></p> <p><b>Accountable Form # 51</b> (Official Receipt) _____            (Continuous Form and Personalized)            (1 set includes Original, Duplicate &amp; Triplicate Copies)            Additional IMPORTANT Features:            - Carbonless            - with Official City Seal on ALL Copies (not-colored)            - with watermark on Original copy            - original copy in white paper            - duplicate copy in pink colored paper            - triplicate copy in green colored paper            - Serial number in Red Stain Security Numbering Ink (for Original copy)            - Serial number in Black ink (for Duplicate &amp; Triplicate Copies)            (Please see attached sample for reference)</p>
150 stub	<p><b>Accountable Form No. 58</b> (Burial Permit &amp; Fee) _____            (Personalized)            Additional IMPORTANT Features:            - Carbonless            - with Official City Seal on ALL Copies (not-colored)            - with watermark on Original copy            - original copy in white paper</p>

# INVITATION TO BID

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[illegible]

To be used in the Office of the City Treasurer.

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Form & Amount  
of Bid Security

SAMPLE  
STOCK NO.1

  
RAY JOHN D. LIM  
CITY TREASURER



**OFFICIAL RECEIPT**  
Republic of the Philippines  
**PROVINCE OF NEG. OCC.**  
**CITY OF SAN CARLOS**



Accountable Form No. 51  
(Revised January 1992)

**ORIGINAL**

DATE

SC No **9960651**

Agency

Fund

Payor

NATURE OF  
COLLECTION

ACCOUNT  
CODE

AMOUNT

**TOTAL**

AMOUNT IN WORDS

- ☐ Cash  
☐ Check  
☐ Money Order

Drawee  
Bank

Number

Date

Received the amount stated above.

Collecting Officer

**NOTE:** Write the number and date of this receipt on the back of  
treasury warrant, check or money order received.



**OFFICIAL RECEIPT**  
Republic of the Philippines  
**PROVINCE OF NEG. OCC.**  
**CITY OF SAN CARLOS**



Accountable Form No. 51  
(Revised January 1992)

**ORIGINAL**

DATE

SC No **9960652**

Agency





**OFFICIAL RECEIPT**  
 Republic of the Philippines  
**CITY OF SAN CARLOS**  
 Office of the Treasurer



ORIGINAL

SC No. 0021001

**CITY/MUNICIPAL BURIAL PERMIT AND  
 FEE RECEIPT**

Mr.

TO THE CITY/MUNICIPALITY OF:

Dr.

PROVINCE OF:

PERMISSION IS HEREBY GRANTED

INTER

DISINTER

REMOVE

THE REMAINS OF—

1. Name \_\_\_\_\_
2. Nationality \_\_\_\_\_
3. Age \_\_\_\_\_ years. 4. Sex \_\_\_\_\_
5. Date of death \_\_\_\_\_
6. Name of cemetery \_\_\_\_\_
- In case of disinterment—
7. infectious or non-infectious \_\_\_\_\_
8. Body embalmed or not embalmed \_\_\_\_\_
9. Disposition of remains \_\_\_\_\_
10. Amount of the fee per municipal ordinance \_\_\_\_\_

No.

DATED

P

CITY/MUNICIPALITY

PROVINCE

DATE

, 20

I hereby certify that I have this day issued this burial permit and have received the fee above stated in the amount of P \_\_\_\_\_

\_\_\_\_\_  
City Treasurer

SAMPLE

STOCK No. 2

*[Signature]*  
 RAY JOHN D. LIM  
 CITY TREASURER





**OFFICIAL RECEIPT**  
 Republic of the Philippines  
**CITY OF SAN CARLOS**  
 Office of the Treasurer



DUPLICATE | SC No. 0021001

**CITY/MUNICIPAL BURIAL PERMIT AND  
 FEE RECEIPT**

MR.

TO THE CITY/MUNICIPALITY OF:

Dr.

PROVINCE OF:

PERMISSION IS HEREBY GRANTED

INTER  
 DISINTER  
 REMOVE

THE REMAINS OF—

1. Name \_\_\_\_\_
2. Nationality \_\_\_\_\_
3. Age \_\_\_\_\_ years. 4. Sex \_\_\_\_\_
5. Date of death \_\_\_\_\_
6. Name of cemetery \_\_\_\_\_
- In case of disinterment—
7. Infectious or non-infectious \_\_\_\_\_
8. Body embalmed or not embalmed \_\_\_\_\_
9. Disposition of remains \_\_\_\_\_
10. Amount of the fee per municipal ordinance \_\_\_\_\_

No.

DATED

2

CITY/MUNICIPALITY

PROVINCE

DATE

, 20

I hereby certify that I have this day issued this burial permit and have received the fee above stated in the amount of P \_\_\_\_\_

\_\_\_\_\_  
 City Treasurer



**OFFICIAL RECEIPT**

Republic of the Philippines

**CITY OF SAN CARLOS**

Office of the Treasurer

**TRIPLICATE** | SC No. 0021001**CITY/MUNICIPAL BURIAL PERMIT AND  
FEE RECEIPT**

MR.

To the City/Municipality of:

Dr.

Province of:

PERMISSION IS HEREBY GRANTED

INTER
DISINTER
REMOVE

THE REMAINS OF--

1. Name \_\_\_\_\_
2. Nationality \_\_\_\_\_
3. Age \_\_\_\_\_ years. 4. Sex \_\_\_\_\_
5. Date of death \_\_\_\_\_
6. Name of cemetery \_\_\_\_\_
- In case of disinterment--
7. Infectious or non-infectious \_\_\_\_\_
8. Body embalmed or not embalmed \_\_\_\_\_
9. Disposition of remains \_\_\_\_\_
10. Amount of the fee per municipal ordinance \_\_\_\_\_

No.

DATED

P

CITY/MUNICIPALITY

PROVINCE

DATE

, 20

I hereby certify that I have this day issued this burial permit and have received the fee above stated in the amount of P \_\_\_\_\_

\_\_\_\_\_  
City Treasurer





SAMPLE

STOCK NO. 3

RAY JOHN D. LIM  
CITY TREASURER



OFFICE OF THE CITY TREASURER  
CITY OF SAN CARLOS

DATE ISSUED  
ISSUED BY

OFFICE OF THE CITY TREASURER  
CITY OF SAN CARLOS

DATE ISSUED  
ISSUED BY:

OFFICE OF THE CITY TREASURER  
CITY OF SAN CARLOS

DATE ISSUED  
ISSUED BY

OFFICE OF THE CITY TREASURER  
CITY OF SAN CARLOS

ADDITIONAL INFORMATION

OFFICE OF THE CITY TREASURER  
CITY OF SAN CARLOS

DATE RESOLVED: \_\_\_\_\_  
 DISCUSSED BY: \_\_\_\_\_

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-06-1069 DATE : June 26, 2025

PURPOSE: TO BE USED IN THE OFFICE OF THE CITY TREASURER.

OFFICE : CTO

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , August 5, 2025

PLACE : BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

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

Surety Bond  
(5% of ABC)

: 2,055,750.00 : 41,115.00 : 102,787.50

PRE-BID CONFERENCE: July 24, 2025 at 8:30 AM, BAC Secretariat Office

TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
  - 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)
  - 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)
  - 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)
  - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
  - 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.) P5,000.00
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- 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.
- 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.

SGD  
ATTY. MA. CHAT H. DELIMA-CORDERO  
City Gov't Dept. Head I-OHRM / BAC Chairman  
BIDS & AWARDS COMMITTEE