Republic of the Philippines City of San Carlos Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-06-1069

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.

TEM#	QTY.	UNIT	ARTICLES	
1	240,000	set	Delivery Term: 30 Working Days upon receipt of P.O. Accountable Form # 51 (Official Receipt) (Continuous Form and Personalized) (1 set includes Original, Duplicate & 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 Orginal copy) - Serial number in Black ink (for Duplicate & Triplicate Copies) (Please see attached sample for reference)	
2	150	stub	Accountable Form No. 58 (Burial Permit & Fee)	
3	2,500	stub	(Personalized) 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 Black ink (Please see attached sample for reference) Accountable Form No. 55-E (CASH TICKETS @ P 5.00)	
			 (Personalized) Additional IMPORTANT Features: - with perforations in between the tickets - ORANGE ink color used in printing - with notes on the back - with UV Logo and Currency Grade Ink (Please see attached sample for reference) x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	
	PURPOSE:		To be used in the Office of the City Treasurer.	
Compar	ny Name / Busin	uess Name	e & Address Name / Signature of Representatives Form & Amount	

of Bid Security



OFFICIAL RECEIPT

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



Accountable Form		
(Revised January	199	2)

ORIGINAL

DATE

SAMPLE

STOCK NO.1

CITY TREASURER

SC Nº 9960651

Agency

Fund

Payor

NATURE OF COLLECTION	ACCOUNT	AMOUNT
		100
	360	
TOTAL		

AMOUNT IN WORDS

☐ Cash := ☐ Check	Drawee Bank	Number	Date
Money Order			
Received the amo	unt stated above.		
	-	Collecting O	fficer

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

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SC No

9960652

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Accountable Form No. 58

Revised 1993



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/MUNIC	CIPALITY OF:	
Dr.	PROVINCE OF:		
PERA	MISSION IS HEREBY GRANTED	INTER DISINTER REMOVE	THE REMAINS OF-
1.	Name		
2.	Nationality		
3.	Age	years. 4. Sex	
	Date of death		-
	Name of cemetery In case of disinterme		
	infectious or non-infe		
8.	Body embalmed or a	not embalmed_	
	Disposition of remain		
10.	Amount of the fee po	er municipal ord	linance
No.	T	DATED	
P	and the second of the second		
CITY/MC	INICIPALITY	PROVINCE	
DATE			, 20
permit	hereby certify that I and have received t of P	i the fee abo	issued this burial ve stated in the
		City Ti	

STOCK NO - 2

RAY JOHN D. LIM CITY TREASURER Accountable Form No. 58

Revised 1993



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/MUNIC	CIPALI	TY OF:	
Dr.	PROVINCE OF:			
PERI	MISSION IS HEREBY GRANTE	D	INTER DISINTER REMOVE	THE REMAINS OF-
1.	Name			
2.	Nationality			
3.	Age	yea	rs. 4. Sex	
5.	Date of death			
6.	Name of cemetery			
" 。"	In case of disinterm			
7.	Infectious or non-in	fectio	us	
8.	Body embalmed or			
9.	Disposition of rema	ains _		
10.	Amount of the fee	per m	unicipal or	dinance
No.		DAT	ED	
P				
CITY/N	MUNICIPALITY	PF	ROVINCE	
DATE				, 20
permi	hereby certify that it and have receiv int of P	red ti	ne fee ab	y issued this burial ove stated in the
		_	City	Treasurer

Accountable Form No. 58

Revised 1993



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/MUN	IICIPALI	TY OF:	
Dr.	PROVINCE OF:			
PERM	ISSION IS HEREBY GRANTI	EO	INTER DISINTER REMOVE	THE REMAINS OF
1. 1	Name			
2. 1	Nationality			
3. /	Age	year	s. 4. Sex	
5. 1	Date of death	ST. STORY		
6. 1	Name of cemetery n case of disintern			
7. 1	nfectious or non-ir	nfection	IS	
8. 1	Body embalmed or	not e	mbalmed	
9. [Disposition of rema	ains _		
10. /	Amount of the fee	per mu	inicipal or	dinance
No.		DATE	D	
B				
CITY/MU	NICIPALITY	PRO	VINCE	
DATE				, 20
permit	nereby certify that and have received of P	ed the	this day fee abo	issued this burial we stated in the
			City T	reasurer



SAMPLE STOCK NO. 3

RAY JOHN D. LIM

Att danger	AN CANADA	SSUEDBY	ISSUED BY	ISSUED BY
DATE ISSUED:	two agents alve	DATE ISSUED	DATE ISSUED	DATE ISSUED:
OFFICE OF THE CITY TREASURER CITY OF SAN CARLOS	OFFICE OF THE CITY TREASURES OF	OFFICE OF THE CITY TREASURER CITY OF SAN CARLOS	OFFICE OF THE CITY TREASURER CITY OF SAN CARLOS	OFFICE OF THE CITY TREASURER CITY OF SAN CARLOS
April 19-19-A	ISOMETER AND THE STATE OF THE S	ISSUED BY	ISSUED BY	ISSUED BY:
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SALE ISSUED	DATE HIS (12)	DATE ISSUED	DATE ISSUED:	DATE ISSUED:
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BISUED BY:		ISSUED BY	BSUED BY	ISSUED BY
DATE ISSUED	AND INSURANCE OF THE PROPERTY	DATE ISSUED	DATE ISSUED	DATE ISSUED
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AB 03/18/SI	SSI THE COUNTY	SSUED BY	ISSUED BY	ISSUED BY.
DATE ISSUED	DATE ISSUED:	DATE ISSUED:	DATE ISSUED:	DATE (SSUED:
OFFICE OF THE CITY TREASURER CITY OF SAN CARLOS	OFFICE OF THE CITY TREASURER OF	OFFICE OF THE CITY THEASURER	OFFICE OF THE CITY TREASURER CITY OF SAN CARLOS	OFFICE OF THE CITY TREASURER CITY OF SAN CARLOS

Surety Bond

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) (5% of ABC)

2,<mark>055,75</mark>0.00 : 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:

a) Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank:

Two percent (2%) of the ABC (See above)

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,

in favor of City Treasurer of San Carlos City.

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 to total amount of security

: Two percent (2%) of the ABC (See above)

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

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.)

P5,000.00

- 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