



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
BIDS AND AWARDS COMMITTEE
Provincial Capitol, Estaka, Dipolog City
Email add: bidsandawards22@gmail.com

January 31, 2024

INVITATION TO BID

The Provincial Government of Zamboanga del Norte through the Bids and Awards Committee (BAC) is inviting interested parties/ bidders to bid for the following contract:

Contract ID:	PR#200(01)24-01-002(AD)
Contract Name:	Procurement of Office Equipment Supplies and Consumables
Location/Purpose:	To be use by the controller of the Provincial Budget Office.
Approved Budget for the Contract (ABC):	P399,614.00 (inclusive of all applicable taxes)

- Bidders/ contractors must have an expertise in undertaking a similar project, completed at least two similar contracts which the equivalent amount is at least 25% of the proposed project for bidding within the last three years.
- Bidders are inform that the delivery term is 30 calendar days upon receipt of Notice to Proceed.
- Bidders/ Contractors shall submit their one (1) copy sealed envelope containing their technical and financial documents
- Documents submitted must be in accordance with the checklist provided and must have a corresponding label or name plates.
- The eligibility check/ screening as well as the Preliminary Examination of Bids shall use the non- discretionary "pass/ fail" criteria.
- Post qualification of the Lowest/ Single bids shall be conducted.
- All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Evaluation of Bids, Post Qualification and Award of the Contract shall be governed by the pertinent provision of RA 9184 and its Implementing Rules and Regulations (IRR).
- All bids must be accompanied by a bid security in any of the acceptable forms in the amount stated in ITB Clause 14.
- Bidding is restricted to Filipino Citizens/ sole proprietorships, partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

The schedules of activities are listed as follows:

BAC ACTIVITIES	SCHEDULE
Advertisement / Posting	February 01 - 07, 2024
Availability and Issuance of Bidding Documents	February 01 - 13, 2024 @ 08:30AM
Deadline for the Submission of Bids	February 13, 2024 @ 08:30 AM
Bid Opening and Evaluation	February 13, 2024 @ 09:00AM

- Payment for bidding documents is a non- refundable amount of **Five Hundred Pesos Only (Php500.00)** payable to the Office of the Provincial Treasurer, Provincial Capitol Building, Dipolog City.
- Prospective Bidders may obtain further information from the Office of the Bids and Awards Committee, Provincial Capitol Building during office hours @ 8:00AM - 5:00PM.
- Bids must be duly received by the BAC Secretariat through manual submission at the address stated above.
- The Provincial Government of Zamboanga del Norte reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- **Bidding Documents will be electronically uploaded to the Philgeps website of the Provincial Office of Zamboanga del Norte at bidsandawards22@gmail.com.**

ATTY. RAFAEL R. OSABEL, JR.
BAC Chairman

Annex A:

Procurement of Office Equipment Supplies and Consumables

PR# 200(01)24-01-002(AD)

ABC: **P399,614.00**

1. 1 box Carbon Paper Long 8.5" x 14", color blue
2. 50 pcs Ballpen-Black (0.5)
3. 25 pcs Sign Pen, Black (0.7)
4. 12 pcs Sign Pen, Blue (0.7)
5. 1 pack Punch Card, 100's
6. 40 pcs Correction Tape
7. 30 pack Battery, AA2 piece per bliser pack
8. 30 pack Battery, AAA, 2 piece per bliser pack
9. 10 pcs Record Book, 300 Leaves, Hand & Cloth Bound
10. 40 pcs Record Book, 500 Leaves, Hand & Cloth Bound
11. 5 pcs Record Book (200 Leaver) cloth Bound
12. 75 reams Paper, US Bond, Substance 80 gsm, Long
13. 100 reams Paper, US Bond, Substance 70 gsm, Long
14. 400 reams Paper, US Bond, Substance 70 gsm, short
15. 15 reams Paper, US Bond, Substance A4 size
16. 12 pcs Pencil No. 2
17. 5 pcs Marker Pen, Fine Point, Black
18. 5 pcs High Lighter Pen (Yellow Green)
19. 100 pcs Folder, 14 points Long
20. 25 pcs Folder, 14 points short
21. 4 box Plastic Coated, Fastener Long size 6" medium
22. 5 reams PVC Cover 8.5 x 13" Long Transparent color-white
23. 1 ream PVC Cover 8.5 x 11" Short Transparent color-white
24. 75 pcs Spiral Ring Binder Plastic 1 1/2"
25. 100 pack Specialty Paper Board 8.5 x 13, 10's Long color white
26. 30 pack Specialty Paper Board 8.5 x 11, 10's Short color white
27. 15 btl Epson Ink L3110-color Black
28. 5 btl Epson Ink L3110-T 6642-cyan
29. 5 btl Epson Ink L3110-T 6643- Magenta
30. 5 btl Epson Ink L3110-T 6643- Yellow
31. 10 btl Epson Ink L360-color Black
32. 5 unit Wireless Keyboard with mouse (good quality)
33. 10 pcs Mousepad
34. 2 pcs USB Flash Drive 64gb
35. 5 unit PRINTER: WI-FI-ALL-IN-ONE INK TANK

Nothing Follows