



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

September 29, 2023

**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:

<b>Contract ID:</b>	<b>PR#200-23-09-004(AJ)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables (Correction Pen, 3.5ml., &amp; etc.)</b>
<b>Location/Purpose:</b>	For use of the Office of the Provincial Legal Officer.
<b>Approved Budget for the Contract (ABC):</b>	<b>P174,918.00</b> <b>(inclusive of all applicable taxes)</b>

- 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 of goods 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:

<b>BAC ACTIVITIES</b>	<b>SCHEDULE</b>
<b>Advertisement / Posting</b>	<b>September 30, 2023 – October 06, 2023</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>September 30, 2023 – October 09, 2023 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>October 09, 2023 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>October 09, 2023 @ 09:00AM</b>

- 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](mailto:bidsandawards22@gmail.com).**

**ATTY. RAFAEL R. OSABEL, JR.**  
 BAC Chairman

**Annex A:**

*Procurement of Office Equipment Supplies and Consumables (Correction Pen, 3.5 ml., & etc.)*

PR# 200-23-09-004(AJ)

ABC: **P174,918.00**

1. 16 pc. Correction Pen, 3.5 ml.
2. 30 pc. Correction tape, 5MM x 10MM
3. 500 pc. Envelop, Kraft, long
4. 300 pc. Envelop, Kraft, short
5. 500 pc. Expanded Envelop, long
6. 200 pc. Expanded Folder, long
7. 3000 pc. Folder, 14 points, long, with slit
8. 500 pc. Folder, 14 points, shorts, with slit
9. 250 pc. Folder, Morocco, Linen, long
10. 150 pc. Folder, Morocco, Linen, short
11. 10 bottle Glue, 130g
12. 7 pc. Battery AAA
13. 40 box Paper Clip, Plastic Coated, Big
14. 40 box Paper Fastener, Plastic Coated
15. 2 box Paper Fastener, metal long stemmed
16. 5 pc. Stapler #35, big, heavy duty, with remover
17. 73 ream Paper, US Bond, subs 20, 80 gsm, 97 brightness, Ultra white, long
18. 50 ream Paper, US Bond, subs 20, 80 gsm, 97 brightness, short
19. 2 pc. Stamp Pad, medium
20. 4 bottle Stamp Pad Ink, 30 ml.
21. 30 pc. Pencil No. 2
22. 5 pc. Filing Box (5"x10.5"x15.5"), with cover
23. 5 pc. Marker Pen, fine point
24. 16 pc. Record Book, 300 leaves, hard and cloth bound
25. 11 pc. Flash Drive (USB 3.0, 32GB, Class A)
26. 15 pc. Post it with sign here (2" x 2")
27. 50 pc. Sign Pen (Black)
28. 50 pc. Sign Pen (Blue)
29. 2 box Rubber Band (Big, 450 g. Stationary No. 18)
30. 1 box Push Pins, 100s
31. 120 pc. Ball Pen, fine point
32. 10 roll Tape, Masking 2"
33. 10 roll Tape, 2" (transparent)
34. 10 pc. Scissors, heavy duty, 7"
35. 2 box Mailing Envelope (no window)
36. 30 pc. Highlighter Pen
37. 3 box Staple Wire # 35
38. 2 pc. Stapler, 50 sheets capacity, heavy duty
39. 4 box Staple Wire for 50 sheets capacity stapler
40. 6 pc. White Board Marker

\*\*\*Nothing follows\*\*\*