



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

February 16, 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#200-24-02-008(D)
Contract Name:	Procurement of Office Equipment Supplies and Consumables
Location/Purpose:	For use of the Provincial General Services Office (PGSO) 1 st Quarter Office Supplies for CY 2024.
Approved Budget for the Contract (ABC):	P409,510.00 (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 17 - 23, 2024
Availability and Issuance of Bidding Documents	February 17 - 27, 2024 @ 08:30AM
Deadline for the Submission of Bids	February 27, 2024 @ 08:30 AM
Bid Opening and Evaluation	February 27, 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#200-24-02-008(D)

ABC: **P409,510.00**

1. 500 pcs Ballpen, 0.5 black, smooth ink
2. 100 pcs Ballpen, 0.5 blue, smooth ink
3. 5 pack Battery, AA, 2's, good quality
4. 50 pcs Binder Clip 2"
5. 50 pcs Binder Clip 1 1/4"
6. 50 pcs Binder Clip 1"
7. 50 pcs Binder Clip 3/4"
8. 100 pcs Binder Clip 1 5/8"
9. 300 ream Bond Paper, US, Long, substance 20/70 gsm
10. 300 ream Bond Paper, US, Short, substance 20/70 gsm
11. 30 pcs Correction Pen (Rolling Ball-metal tip)
12. 200 pcs Correction Tape, Refillable 5mm/6mm
13. 20 pcs Calculator 16 digits
14. 10 pcs Duct Tape, heavy duty, cloth 48mmx25mm
15. 500 pcs Expanded Envelope (long)
16. 20 pcs File Organizer
17. 1000 pcs Folder (long) 14 points
18. 2 pcs Gun Tacker, heavy duty
19. 5 box Gun Tacker, Staple Wire (high quality)
20. 20 pcs Glue (multi purpose glue 130 g)
21. 20 pack Multi-purpose board, white 8.5x13", 200 gsm, 10's
22. 100 pcs Pen super color, board, permanent black, refillable
23. 40 pcs Pen (paint maker, oil-based, permanent, medium-tip)
24. 2 pcs Paper Cutter 15"x18" heavy duty
25. 10 box Paper fastener
26. 20 box Paper fastener, 8 1/2" long 70 mm
27. 100 pcs Pencil #2
28. 2 pack Photo Paper (10 pcs per pack)
29. 2 pack Punch Card, 100's
30. 2 pack PVC Cover, clear, leg-300, legal size 100's, 216mmx330mm, 300 micro, 100
31. 50 pcs Record book (300 leaves)
32. 50 pcs Record book (500 leaves)
33. 5 pcs Refill ink for super color marker, black 30ml
34. 10 pcs Scissor, heavy duty 7"
35. 5 pcs Sharpener for pencil, manual, single cutter head
36. 100 pcs Sign pen, Gel, 0.7 (black)
37. 5 pcs Stamp Pad Ink, 30 ml, violet
38. 40 box Staple wire, #35-5m leg length 5mm (1/4")
39. 20 pcs Staple #35 heavy with remover
40. 100 pack Vinyl Sticker, glossy A4, fully waterproof, 10's
41. 40 pad Stick-on note 5 color 0.5"x1.7"/10x25 sheets
42. 40 pad Stick-on note 5 color 0.5"x1.3"x4.3cm/10x25 sheets
43. 5 pcs Tape Dispenser (big)
44. 30 pcs Tape double sided 1"
45. 20 pcs Tape transparent 1"
46. 20 pcs Tape transparent 2"
47. 30 pcs Tape masking 1"
48. 25 pcs Tape, packaging 1"

Nothing Follows