



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 20, 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(01)23-09-009(AI)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	For the nutrition office use.
<b>Approved Budget for the Contract (ABC):</b>	<b>P31,110.00 (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 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 21 - 27, 2023</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>September 21- 28, 2023 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>September 28, 2023 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>September 28, 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*

PR# 200(01)23-09-009(AI)

ABC: **P31,110.00**

1. 10 ream US Bond Paper-short, substance 20
2. 10 ream US Bond Paper-long, substance 20
3. 2 bxs. Pencil #2\_12's
4. 2 bxs. Ballpen\_12's, 0.7mm (asstd. Color)
5. 4 pcs. Pen eraser
6. 50 pcs. Folder-Long(US) 14 points
7. 50 pcs. Folder-short(US) 14 points
8. 50 pcs. Brown envelope\_long
9. 50 pcs. Brown envelope\_short
10. 5 pcs. Highlighter pen neon color
11. 5 pcks. Specialty paper for invitation (white)\_short, 10's
12. 6 pcks. Specialty paper for invitation long 10's
13. 3 bxs. Plastic File Fastener, 50's
14. 2 rolls Transparent tape 2"
15. 5 pcs. Hard ruler 12"
16. 30 pcs. Cartolina (asstd. color)
17. 2 rolls Plastic strawless-big
18. 1 ream PVC cover, 300 micro clear\_short
19. 6 pcs. Correction fluid
20. 3 pcs. Correction tape
21. 5 boxes Paper Clip (33mm), 100's
22. 5 boxes Paper Clip (50mm), 100's
23. 40 pcs. Expanded folder\_long
24. 2 pcs. Trash bin (plastic)\_medium
25. 10 pcs. Record book, 300's
26. 40 pcs. Certificate holder, (8.5x11.5)
27. 2 rolls Masking tape, 2"
28. 3 rolls Transparent tape 1"
29. 15 pcs. Binder clip, 41mm
30. 1 box Rubber band, big
31. 1 btl. Stamping ink (blue)
32. 2 pcs. Stamping pad (blue ink)
33. 1 pc. Cork board (2x2)
34. 2 boxes Staple wire, #35\_5000's
35. 2 boxes Staple wire, #10\_1000\_s
36. 2 pcs. Scissors\_big size
37. 1 box White board pen marker\_12's
38. 1 box Permanent marker\_fine, 12's (black&blue)
39. 20 pcs. Manila paper
40. 4 bxs. Push pin
41. 1 pad Yellow pad paper
42. 1 pcs Glue gun
43. 10 pc. Stick glue
44. 1 pc. White board (2x2)
45. 2 pcs. Styrofoam box\_big
46. 3 roll Yarn, yellow/red/green
47. 1 roll Metallic Ribbon\_1 1/2 (something green color)
48. 1 roll Saten Ribbon\_1 1/2 (something gold color)
49. 10 pcs Clear book, long
50. 10 pcs Clear book, short
51. 5 pcs. Liquid glue, 50ml
52. 5 pcs. Multi-purpose glue, 40ml
53. 10 bxs. Tumb tacks
54. 2 packs Balloons\_100's (light green & asstd. Color)
55. 2 rolls Metallic ribbon, 1 1/2 's
56. 25 pcs Certificate frame, 8.5' x 11
57. 5 length Ring binder, 3/4 black 20mm
58. 3 pcs. Sticky notes, 3"x2" (neon color)
59. 3 pcs. Sticky notes, 3"x4" (neon color)

\*\*\*Nothing Follows\*\*\*