



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(01)24-02-010(B)
Contract Name:	Procurement of Office Equipment Supplies and Consumables
Location/Purpose:	For SP -Secretariat Office Supplies use for the 1 st quarter.
Approved Budget for the Contract (ABC):	P272,390.00 (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(01)24-02-010(B)

ABC: **P272,390.00**

1. 30 bxs Ballpen (0.5mm)
2. 75 pcs Correction Tape
3. 100 pcs Envelope, Kraft Long (Documentary, legal size)
4. 1 bxs Envelope, Mailing-White
5. 200 pcs Folder, long
6. 100 pcs Folder, short
7. 200 pcs Expanded Folder, long
8. 30 pcs Folder Keeper
9. 75 pcs Highlighter Pen (orange, pink & green)
10. 250 rms Paper, U.S. Bond Long (Sub. 20), 80GSM
11. 50 rms Paper, U.S. Bond Short (Sub. 20), 80GSM
12. 6 pds Paper, Yellow Pad
13. 10 bxs Paper Clips (big), vinyl/plastic coat
14. 10 pcs, Puncher, heavy duty
15. 200 pcs Black Tape, (90 mins)
16. 20 bxs Paper Fastener (Plastic Coated, 70mm-2 3/4" centers)
17. 20 pcks Paper Sticker, long white
18. 30 bxs Pencil
19. 40 pcs Permanent Marker (fine, black)
20. 10 blister Battery, AAA (4pcs/blister)
21. 10 blister Battery, AA (4pcs/blister);, Alkaline
22. 10 rlls Tape Transparent (1")
23. 10 rlls Tape Transparent (2")
24. 10 rlls Tape Double sided (1")
25. 15 pds Stick on Note (15 x 5.1cm) 5 colors
26. 10 rlls Duck Tape 2"
27. 10 pcs Stapler w/ Remover
28. 20 pcks Canon Board Long (white & cream)
29. 60 pcs Filing Folder (Arch File) Hardbound, Single (Document Filer w/ Steel Casing)
30. 5 bxs PVC Cover, Long
31. 5 bxs PVC Cover, A4
32. 5 bxs PVC Cover, Short
33. 10 pcks Paper, Acid Free
34. 10 pcks Specialty Paper, white
35. 25 pcs Picture Frame, long
36. 20 pcks Plastic Binding Combs, long (Black)
37. 20 pcks Plastic Binding Combs, long (Blue)
38. 20 pcks Plastic Binding Combs, 7/16 inches (Black)
39. 20 pcks Plastic Binding Combs, 9/16 inches (Black)
40. 20 pcks Plastic Binding Combs, 5/8 inches (Black)
41. 20 pcks Plastic Binding Combs, 11/2 inches (Black)
42. 20 pcks Plastic Binding Combs, 3/4 inches (Black)
43. 20 pcks Plastic Binding Combs, 13/4 inches (Black)
44. 5 pcks Laminating Film, long, 250 microns
45. 5 pcks Laminating Film, Id Size (80x110mm)
46. 5 pcks Laminating Film, 3R (95 x 135mm)

Nothing Follows