



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

September 06, 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:

Contract ID:	PR#200(01)23-09-015(I)
Contract Name:	Procurement of Office Equipment Supplies and Consumables
Location/Purpose:	For Office of the Audit Team Leader use, 3 rd qtr. CY 2023.
Approved Budget for the Contract (ABC):	P230,276.00 (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/ 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	September 07 - 13, 2023
Availability and Issuance of Bidding Documents	September 07 - 14, 2023 @ 08:30AM
Deadline for the Submission of Bids	September 14, 2023 @ 08:30 AM
Bid Opening and Evaluation	September 14, 2023 @ 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)23-09-015(I)

ABC: **P230,276.00**

1. 150 pcs. Folder, 14 point Long
2. 50 pcs. Folder, 14 point short
3. 30 pcs. Correction tape 5mmx8m
4. 5 boxes Paper Clips-SMALL Plastic Coated
5. 5 boxes Paper Clips-Big Plastic Coated
6. 5 boxes paper fastener plastic coated
7. 25 reams US Bond paper, substance 24, GSM 80, long
8. 25 reams US Bond paper, substance 24, GSM 80, SHORT
9. 75 reams US Bond paper, substance 24, GSM 80, A4 Size
10. 4 rolls Tape, packing
11. 10 pcs. Permanent Marker, black
12. 10 pcs. Permanent Marker, red
13. 50 rolls Tape, clear 1"
14. 10 boxes Staple wire # 35
15. 1 box Mailing envelope, brown
16. 300 pcs. Expanded Envelope, thick long
17. 50 pcs. Envelope kraft, long
18. 30 pcs. Envelope kraft, short
19. 5 box ballpen (black,) good quality 25 pcs/box
20. 5 box ballpen (blue) good quality 25 pcs/box
21. 5 box ballpen (red) good quality 25 pcs/box
22. 2 pcs. Storage box/data file
23. 2 doz. Sign pen good quality (black)
24. 2 doz. Sign pen good quality (red)
25. 2 doz. Sign pen good quality (BLUE)
26. 2 rolls masking tape 2"
27. 2 pcs. Stapler # 35
28. 2 pcs. Computer keyboard
29. 2 pcs. Optical mouse
30. 30 pcs. Marker/highlighter
31. 5 jar paste
32. 100 pcs. Punch card
33. 4 bot. stamp pad ink (2 color black & 2 violet)
34. 5 set Epson Ink (T6641, T6642, T6643, T6644)
35. 15 tube Epson Ink (black)
36. 1 pad yellow paper pad
37. 4 doz. Pencil (1 & 2)
38. 25 pcs. Ring binder #1
39. 25 pc. Ring binder # 1/2
40. 5 box rubber band
41. 3 pair scissors, heavy duty stainless steel
42. 10 PACK Morocco Board, A4 SIZE (Blue) 100 pcs./pk
43. 2 PACK Morocco Board, short SIZE (Blue) 100 pcs./pk
44. 2 PACK Morocco Board, long SIZE (Blue) 100 pcs./pk
45. 10 PACK PVC COVER, CLEAR A4 SIZE, 100PCS/PK.
46. 2 PACK PVC COVER, CLEAR SHORT SIZE, 100PCS/PK.
47. 2 PACK PVC COVER, CLEAR LONG SIZE, 100PCS/PK
48. 100 pc. Expanded folder
49. 5 pc. Record book, 500 pages
50. 10 pc. Record book, 300 pages
51. 5 rolls double sided tape
52. 2 box binder clip 25mm

Nothing follows