



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 04, 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)23-08-021(R)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	For Labason District Hospital – Office Supplies (3 <sup>rd</sup> Quarter)
<b>Approved Budget for the Contract (ABC):</b>	<b>P128,020.00</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.
- 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 05 - 11, 2023</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>September 05 - 12, 2023 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>September 12, 2023 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>September 12, 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)23-08-021(R)

ABC: **P128,020.00**

1. 420 pc Ballpen (Black 240, Blue 120, Red 60)
2. 25 pc Battery AA (Heavy Duty), 2pcs per blister pack
3. 25 pc Battery AAA (Heavy Duty), 2pcs per blister pack
4. 150 ream Bondpaper, Long subs.20
5. 120 ream Bondpaper, Short subs.20
6. 40 pc Cartolina Paper (Red10, SkyBlue 10, Orange 20)
7. 60 pc Cartolina Paper (White10, Yellow10, Green10, Pink30)
8. 10 ream Coloured Neon Paper A4
9. 20 pc Correction Pen (good quality)
10. 40 pc Correction Tape (good quality)
11. 10 pc Double Sided Tape 1"
12. 50 pc Envelope Brown Long
13. 50 pc Envelope Brown Short
14. 50 pc Folder, Short
15. 200 pc Folder, Long 14pts
16. 12 pc Glue 130grams, multi-purpose
17. 40 pc INK REFILL 003 black
18. 15 pc INK REFILL 003 cyan
19. 15 pc INK REFILL 003 magenta
20. 15 pc INK REFILL 003 yellow
21. 1 box Mailing Envelope, Long, WHITE, box of 500's
22. 20 pc Marker Pen, Permanent, Fine, Black
23. 20 pc Marker, Highlighter
24. 10 pc Packing Tape, Clear, 48mm x 50m
25. 10 pc Paper Clip Big
26. 10 pc Paper Clip Small
27. 10 pc Paper Fastener
28. 10 pc Photopaper, A4, high quality, 20 sheets
29. 10 pc Record Book 500pages
30. 20 pc Sticky Notes, 3" x 3"
31. 20 pc Sticky Notes Assorted Sizes

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