



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

August 16, 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#200-23-08-060(Q)
Contract Name:	Procurement of Office Equipment Supplies and Consumables
Location/Purpose:	For the use of Zamboanga del Norte Medical Center 3 rd Quarter 2023.
Approved Budget for the Contract (ABC):	P953,010.00 (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	August 17 - 23, 2023
Availability and Issuance of Bidding Documents	August 17 - 24, 2023@ 08:30AM
Deadline for the Submission of Bids	August 24, 2023@ 08:30 AM
Bid Opening and Evaluation	August 24, 2023@ 09:00AM

- Payment for bidding documents is a non- refundable amount of **One Thousand Pesos Only (Php1,000.00)** 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# 200-23-08-060(Q)

ABC: **P953,010.00**

1. 1100 pcs Ballpen (Black800/Blue 200/Red 100)
 2. 700 pcs Battery AA
 3. 500 pcs Battery AAA
 4. 500 ream Bond paper Ordinary Long subs. 20
 5. 300 ream Bond paper Ordinary short subs. 20
 6. 200 ream Bond paper, Us Long
 7. 600 ream Bond paper, Us short
 8. 24 pcs Columnar Notebook
 9. 200 roll Double sided Tape 1
 10. 400 pcs Envelop Brown Long
 11. 200 pcs Envelop Expanded (Assorted Color)
 12. 500 pcs Folder, long 14 pts
 13. 100 pcs Folder short
 14. 180 pcs Highlighter pen, yellow 60/ green 60/ pink 60
 15. 200 pcs Correction tape
 16. 20 bottle Ink 678 (black 10, tricolor 10)
 17. 36 bottle Ink universal 1L (black 15, magenta 6, yellow 6, Blue6)
 18. 30 pcs Ink refill (Marker pen) black
 19. 400 roll Masking tape 1
 20. 100 roll Masking tape 2
 21. 7 boxes Mailing envelop (brown 5bx) (white 2)
 22. 100 roll Packing tape 2
 23. 100 pack CD blank 50's
 24. 10 pcs Puncher Hole (heavy duty)
 25. 300 boxes Paper fastener coated
 26. 100 pcs pencil
 27. 20 pcs Pencil Sharpener (heavy duty)
 28. 100 pcs Marker pen fine (black)
 29. 150 pcs Record book 300
 30. 100 roll Clear tape 2
 31. 100 pcs Sign pen
 32. 1000 pcs Cartolina (Assorted Colors) white/light blue/ light pink
 33. 400 boxes Staple wire #35
 34. 100 pcs White board Marker
 35. 10 pcs Flash Drive 16g
 36. 10 pcs Philippine Flag (Extra Big Size)
 37. 100 boxes Paper Clip Big
 38. 100 boxes Paper Clip Small
 39. 20 pcs Mouse
 40. 20 pcs Mouse Pad
 41. 10 pcs Keyboard
 42. 20 pcs Ruler
 43. 100 pads Sticky Note Pad (Assorted colors 3 inches 76mmx76mm)
 44. 50 pads Sticky Note Pad (Assorted colors 7/8in/pox4 7/4in/po 73mmx123mm)
- ***Nothing follows***