



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 13, 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)23-09-225(A)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables (Bond paper A4, &amp; etc.)</b>
<b>Location/Purpose:</b>	Office Supplies for SCAA's paper works/documentation purposes.
<b>Approved Budget for the Contract (ABC):</b>	<b>P78,152.30</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 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 14 - 20, 2023</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>September 14 - 26, 2023 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>September 26, 2023 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>September 26, 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 (Bond paper A4, & etc.)*

PR# 200(01)23-09-225(A)

ABC: **P78,152.30**

1. 10 box Bond paper A4
2. 50 pcs Record book/Log book 500 pages
3. 3 box White Board Marker
4. 5 box Ballpen (Blue)
5. 5 box Ballpen (Black)
6. 20 pads Special Paper 8.5 x 11
7. 30 pcs Plastic Envelop Long
8. 30 pcs Brown Envelop Long
9. 10 pcs Epson Ink 003 BK
10. 5 pcs Epson Ink 003 Y
11. 5 pcs Epson Ink 003 M
12. 5 pcs Epson Ink 003 C
13. 50 pcs Long Folder
14. 5 box Bondpaper Short
15. 5 box Bondpaper Long
16. 20 pcs Correction Tape
17. 10 pcs Highlighter
18. 5 pcs Scissors
19. 5 pcs Stapler (with staple wire remover) big
20. 10 box Staple Wire (no.35)
21. 3 box Sign Pen (0.5) black
22. 2 box Sign Pen (0.5) blue
23. 5 box Sing Pen (0.5) refill
24. 3 box Marker
25. 5 pcs Marker Ink refill
26. 5 pcs White Board Ink refill
27. 5 pcs Organizer Rack (3 div)
28. 4 pcs Flashdrive 128gb
29. 5 pcs Ruler
30. 3 pcs Two-hole puncher
31. 3 box Paper fastener
32. 5 pcs White Glue 130g
33. 10 pads Sticky notes 3" x 3"
34. 3 box Paper clip 50mm

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