



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)

March 08, 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:

<b>Contract ID:</b>	<b>PR#200(01)24-03-001(PE)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	Used in the operation of PESO Office.
<b>Approved Budget for the Contract (ABC):</b>	<b>P50,000.00</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 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>March 09 - 15, 2024</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>March 09 - 19, 2024 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>March 19, 2024 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>March 19, 2024 @ 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)24-03-001(PE)

ABC: **P50,000.00**

1. 6 box Paper, US Bond, Substance 20, Long (HQ) 5 reams/ per box
2. 5 box Paper, US Bond, Substance 20, Short (HQ) 5 reams/ per box
3. 7 pads Sticky Notes, 3 inches x 3 inches
4. 7 pads Sticky Notes, 3 inches x 5 inches
5. 5 packs Sticker Paper (10 pcs. Per pack)
6. 5 box Ballpen Black (0.5) 25 pcs/ per box
7. 4box Ballpen Blue (0.5) 25 pcs/ per box
8. 3 box Sign Pen, Good Quality 12 pcs/ per box
9. 2 box Marking Pen, Permanent (Black) 12 pcs/ per box
10. 2 box Marking Pen, Permanent (Blue) 12 pcs/ per box
11. 1 box Highlighter Pen (Green) 12 pcs/ per box
12. 1 box Highlighter Pen (Yellow) 12 pcs/ per box
13. 5 box Pencil 12 pcs/ per box
14. 2 packs Folder (Long) White 14 points 100 pcs
15. 50 pcs Expanded Envelope, Long
16. 1 pack Documentary Envelope, Long (Brown) 25 pcs
17. 50 pcs Mailing Envelope, Long (Brown)
18. 3 box Correction tape
19. 10 bottle Multi-purpose Glue, 130g
20. 15 pcs Liquid Eraser
21. 10 pcs Tape (1 inch, transparent)
22. 4 pcs Double Sided Tape 1 inch
23. 4 pcs Duct Tape
24. 3 pcs Packing Tape
25. 1 pack Punch Card 50 pcs
26. 10 pcs Binder Clip (1")
27. 10 pcs Binder Clip (2")
28. 6 pcs Cutter, good quality (Big)
29. 3 box Rubber Band (Transparent Color, No.18) 100 pcs / per box
30. 5 bottles Ink, Epson L5190, Color Black #003
31. 2 bottles Ink, Epson L5190, Color Cyan #003
32. 2 bottles Ink, Epson L5190, Color Yellow #003
33. 2 bottles Ink, Epson L5190, Color Magenta #003
34. 3 bottles Ink, Epson L210, Color Black #664
35. 10 bottles Multi-purpose Glue, 240g

\*\*\*Nothing Follows\*\*\*