



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 12, 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(T)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	For Office Supplies use at Trifon Saile Memorial Hospital of Manukan.
<b>Approved Budget for the Contract (ABC):</b>	<b>P59,779.00</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 13 - 19, 2024</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>March 13 - 22, 2024 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>March 22, 2024 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>March 22, 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(T)

ABC: **P59,779.00**

1. 15 ream US Bond Paper (Short)
  2. 18 ream US Bond Paper (Long)
  3. 3 pcs EPSON Ink 003 (Black)
  4. 3 pcs EPSON Ink 003 (Cyan)
  5. 3 pcs EPSON Ink 003 (Magenta)
  6. 3 pcs EPSON Ink 003 (Yellow)
  7. 3 pcs EPSON Ink 664 (Black)
  8. 3 pcs EPSON Ink 664 (Cyan)
  9. 3 pcs EPSON Ink 664 (Magenta)
  10. 3 pcs EPSON Ink 664 (Yellow)
  11. 6 pcs Stamp Pad (Blue)
  12. 6 pcs Stamp Pad Ink (Blue)
  13. 150 pcs Cartolina (Assorted) Orange, Green, Light Blue, Pink, Yellow, White
  14. 5 pack Battery AA
  15. 6 pack Battery AAA
  16. 6 box Staple Wire No. 35/5mm
  17. 6 pcs Stapler Heavy Duty No. 35
  18. 10 roll Double Sided Tape 10mmX8m
  19. 5 roll Duct Tape 100mmx10(silver)
  20. 10 roll Transparent Tape ½" x 100m
  21. 5 roll Transparent Tape 2" x 100m
  22. 5 pcs Flash Drive 16GB Capacity
  23. 10 pcs Correction Fluid
  24. 20 pcs Correction Tape 6m
  25. 10 pcs Correction Pen (Ball Point)
  26. 10 pcs Marker Highlighter (Assorted)
  27. 5 pcs Marker White Board (Black)
  28. 5 pcs Marker Permanent (Black)
  29. 5 box Push Plus/100S Push Pin
  30. 10 box Paper Clips (Plastic 48mm)
  31. 10 pcs Pencil w/ Eraser Wood
  32. 3 pcs Pencil Sharpener
  33. 3 pcs Puncher Heavy Duty
  34. 3 pcs Calculator 12 Digits
  35. 6 pcs Sign Pen Black 0.5mm
  36. 6 pcs Sign Pen Blue 0.5mm
  37. 24 pcs Ballpen Black .5mm
  38. 24 pcs. Ballpen Blue .5mm
  39. 5 pcs Glue 130 grms.
  40. 20 pcs Folder Long US
  41. 20 pcs Folder Short US
  42. 1 pcs Phic Record Book
  43. 6 pcs Record Book 300L
  44. 6 pcs Type Writer Ribbon
  45. 20 pcs Brown Envelope Long
  46. 20 pcs Brown Envelope Short
  47. 10 pcs Paper Fastener
- \*\*\*Nothing Follows\*\*\*