



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

April 25, 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:

Contract ID:	PR#200(01)24-04-001(Z)
Contract Name:	Procurement of Office Equipment Supplies and Consumables
Location/Purpose:	For Sibuco Municipal Hospital use.
Approved Budget for the Contract (ABC):	P49,971.00 (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	April 26, 2024 – May 02, 2024
Availability and Issuance of Bidding Documents	April 26 ,2024 – May 03, 2024 @ 08:30AM
Deadline for the Submission of Bids	May 03, 2024 @ 08:30 AM
Bid Opening and Evaluation	May 03, 2024 @ 09:00AM

- 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.**

ATTY. RAFAEL R. OSABEL, JR.
BAC Chairman

Annex A:

Procurement of Office Equipment Supplies and Consumables

PR# 200(01)24-04-001(Z)

ABC: **P49,971.00**

1. 150 piece Documentary Envelop, short
 2. 100 piece Documentary Envelop, long
 3. 150 piece Expanded Envelop, long
 4. 1 box Mailing Envelope, brown, long 500s/box
 5. 1 box Mailing Envelop, white, long 500s/box
 6. 300 piece Folder, long piece
 7. 400 piece Folder, short piece
 8. 1 box Carbon Paper 100s/box
 9. 20 piece Cartolina, assorted colors
 10. 10 Ream Ground Wove, long, Ream
 11. 10 Ream Ground Wove, short, Ream
 12. 10 piece Manila Paper
 13. 3 Pad Yellow Pad Paper pad
 14. 10 piece Stick-on Paper
 15. 15 ream US Bond, long, subs. 20, ream
 16. 20 ream US Bond, short, subs. 20, ream
 17. 1 piece Staple wire no. 35
 18. 4 box Paper Clips, plastic, big, box
 19. 4 box Paper Clips, Plastic, small box
 20. 2 piece Puncher
 21. 2 piece Stamp Pad
 22. 1 box Rubber Band Box
 23. 3 piece Masking Tape #2
 24. 4 piece Packing Tape #2"
 25. 2 jar Paste, Plastic bottle/jar
 26. 4 box Paper Fastener box
 27. 4 piece Glue all purpose, small
 28. 12 piece Correction Tape
 29. 6 piece Correction Fluid
 30. 4 piece Rubber Eraser
 31. 1 piece Cash Book, Cash Advance
 32. 2 box Ballpen assorted, 50's box
 33. 6 box Ball pen, Black, 12's box
 34. 12 piece Permanent Pen
 35. 4 piece Board Marker Pen
 36. 20 piece Sign Pen
 37. 24 piece Highlighter Pen
 38. 16 piece Pencil #1 & #2
 39. 2 piece Epson L5290 (Black) T5441
 40. 2 piece Epson L5290 (Blue) T5442
 41. 2 piece Epson L5290 (Magenta) T5443
 42. 2 piece Epson L5290 (Yellow)T5444
 43. 2 piece Epson L210 T6643 (Magenta)
 44. 2 piece Epson L210 T6644 (Yellow)
 45. 2 piece Epson L210 T6642 (Cyan)
 46. 4 piece Epson L210 T6641 (black)
 47. 10 piece Record Book 200 leaves
 48. 8 piece Record Book 300 leaves
 49. 12 piece Record Book 500 leaves
- ***Nothing Follows***