



August 06, 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)24-08-060(AG)
Contract Name:	Procurement of Office Equipment Supplies and Consumables
Location/Purpose:	For the office supplies to be used in Provincial Tourism Office.
Approved Budget for the Contract (ABC):	P73,091.20 (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 07 - 13, 2024
Availability and Issuance of Bidding Documents	August 07 - 15, 2024@ 08:30AM
Deadline for the Submission of Bids	August 15, 2024@ 08:30 AM
Bid Opening and Evaluation	August 15, 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)24-08-060(AG)

ABC: **P73,091.20**

1. 50 pcs Punch Card
 2. 6 boxes Paper Fastener, Plastic Coated
 3. 5 rolls Double Sided Tape, 2"
 4. 4 rolls Duct Tape, heavy duty, cloth, 48mm x 25mm
 5. 6 rolls Masking Tape, 1"
 6. 5 rolls Clear Tape, 1"
 7. 5 rolls Packing Tape, 2"
 8. 6 pcs Marking Pen, permanent, black
 9. 2 pcs Stamp Pad, medium
 10. 2 bottles Stamp Pad, blue or purple
 11. 10 reams Paper, US bond, substances 20, long, white
 12. 10 reams Paper, US bond, substance 20, short, white
 13. 4 boxes Staple Wire #35
 14. 2 pcs Staple with Remover, heavy duty
 15. 50 pcs Folder long white
 16. 50 pcs Folder short white
 17. 25 pcs Highlighter, yellow
 18. 15 pcs Pencil
 19. 20 pcs Record Book, 500 leaves
 20. 20 pcs Record, Book, 300 leaves
 21. 2 pads Rubber Pad (for making of rubber stamp)
 22. 15 bottles Ink, computer, black (for Epson Printer L310)
 23. 3 bottles Ink, computer, yellow (for Epson Printer L310)
 24. 3 bottles Ink, computer, magenta (for Epson Printer L310)
 25. 3 bottles Ink, computer, cyan (for Epson Printer L310)
 26. 100 pcs Ballpen, black/blue
 27. 12 packs Battery, "AAA", dry cell, 2's
 28. 6 boxes Binder Clip, 1", metal, 12's
 29. 6 boxes Binder Clip, 1 5/8", metal, 12's
 30. 1 box Push Pins, 100's
 31. 30 pcs Correction Tape, 5mm/6m
 32. 50 pcs Envelope, expandable, long
 33. 50 pcs Envelope, expandable, short
 34. 500 pcs Envelope, mailing, long, brown
 35. 6 pcs Marking Pen, whiteboard, black
 36. 12 boxes Paper clip, plastic coated, big
 37. 12 boxes Paper clip, plastic coated, small
 38. 1 unit Puncher, heavy duty, big
 39. 5 pads Sticky Notes, 3" x 3", 100's/pad
 40. 3 packs Sticker (Please sign here/sign here)
 41. 3 units Mouse, computer, optical, USB type connection
 42. 1 unit Voice recorder, digital, memory: 4GB (expandable)
- ***Nothing Follows***