



**September 04, 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)24-09-019(I)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	To be used at COA, Office of the Audit Team Leader 3 <sup>rd</sup> quarter, CY 2024.
<b>Approved Budget for the Contract (ABC):</b>	<b>P102,585.00</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>September 05 - 11, 2024</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>September 05 - 12, 2024 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>September 12, 2024 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>September 12, 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.**

**Atty. RAFAEL R. OSABEL, JR.**  
 BAC Chairman

**Annex A:**

*Procurement of Office Equipment Supplies and Consumables*

PR# 200(01)24-09-019(I)

ABC: **P102,585.00**

1. 50 pcs Folder, 14 point Long
2. 25 pcs Folder, 14 point short
3. 30 pcs Correction Tape 5mm x 8m
4. 50 reams US Bond paper, substance 24, GSM 80, long
5. 50 reams US Bond paper, substance 24, GSM 80, short
6. 50 reams US Bond paper, substance 24, GSM 80, A4 size
7. 10 pcs Permanent Marker, black
8. 10 pcs Permanent Marker, red
9. 10 boxes Staple Wire #35
10. 50 pcs Envelope kraft, long
11. 30 pcs Envelope kraft, short
12. 2 box Ballpen (black), good quality 25 pcs/box
13. 2 box Ballpen (blue), good quality 25 pcs/box
14. 2 box Ballpen (red), good quality 25 pcs/box
15. 2 doz. Sign pen, good quality (black)
16. 2 doz. Sign pen, good quality (red)
17. 2 doz. Sign pen, good quality (blue)
18. 2 rolls Masking Tape 2"
19. 2 pcs Stapler #35
20. 2 set Computer keyboard with mouse
21. 30 pcs marker/highlighter
22. 3 jar paste
23. 4 bot Stamp pad ink (2 color black & 2 violet)
24. 2 set Epson Ink 003 in four colors
25. 3 tube Epson Ink 003 (black)
26. 5 box rubber band
27. 2 pair Scissors, heavy duty stainless steel
28. 30 pc Expanded folder, Long
29. 5 pc Record book, 500 pages
30. 5 pc Record Book, 300 pages
31. 5 rolls Double sided tape
32. 2 box binder clip 51mm
33. 2 box binder clip 41mm
34. 2 box binder clip 25mm
35. 1 unit Paper Shredder Machine (Heavy Duty)
36. 30 pcs Arch file folder
37. 10 pads Stick on 3x3 inches, neon yellow
38. 4 pads sticker paper A4 size

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