



September 23, 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)24-09-060(AC)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	Office Supplies for PDRRMO use.
<b>Approved Budget for the Contract (ABC):</b>	<b>P62,135.16</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 24 - 30, 2024</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>September 24, 2024 – October 01, 2024 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>October 01, 2024 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>October 01, 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)24-09-060(AC)

ABC: **P62,135.16**

1. 5 boxes Bond Paper Long (5 reams)
2. 5 boxes Bond Paper Short (5 reams)
3. 5 boxes Bond Paper A4 (5 reams)
4. 3 boxes Correction Pen (2 pieces)
5. 5 boxes Ball Pen (12 pcs Black)
6. 3 boxes Ball Pen (12 pcs Blue)
7. 3 boxes Sign Pen (10 pcs Black)
8. 50 pcs Expanded Envelope (Long)
9. 50 pcs Expanded Folder (short)
10. 50 pcs Folder Long
11. 2 boxes Highlighter Pink 12's
12. 2 boxes Highlighter Yellow 12's
13. 8 pcs Tape Brown
14. 8 pcs Tape Transparent , 2"
15. 5 pcs Tape Double Sided, 1"
16. 5 pcs Scissors (Large)
17. 5 pcs Multipurpose Glue (136g)
18. 4 pcs Stick Glue Paste (36g)
19. 5 bxs Paper Clip (small)
20. 4 boxes Paper Clip (medium)
21. 10 length Ring Binder 3-4 black 20mm
22. 1 ream PVC Cover, 300 micro clear – long
23. 8 pcs Cartolina (asstd. Color)
24. 3 pcs Hard Ruler 12"
25. 2 pcs Stamping pad (Blue Ink)
26. 1 pc Stamping Ink (Blue)
27. 8 boxes Paper Fastener
28. 10 pcs Ink EPSON 664 – Black
29. 10 pcs Ink EPSON 664 – Cyan
30. 10 pcs Ink EPSON 664 – Magenta
31. 10 pcs Ink EPSON 664 - Yellow

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