



**November 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:

<b>Contract ID:</b>	<b>PR#200(01)24-10-008(F)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	For use in the Office of the Provincial Accountant for its regular operations.
<b>Approved Budget for the Contract (ABC):</b>	<b>P294,769.00</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>November 07 - 13 2024</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>November 07 - 14, 2024 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>November 14, 2024 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>November 14, 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)24-10-008(F)

ABC: **P294,769.00**

1. 10 pcs. Calculator, two way power (12 digits)
2. 10 pcs. Paper Puncher, Big
3. 3 reams Sticker Paper MATTE – Long (100 pcs.)
4. 300 pcs. Ballpen – Black and Blue (0.7)
5. 300 pcs. Ballpen – Black and Blue (0.5)
6. 100 pcs. Correction Tape
7. 100 pcs. Envelop, Expanded with string – Long
8. 100 pcs. Envelop, Expanded with string – Short
9. 100 pcs. Brown Documentary Envelop, Long
10. 100 pcs. Brown Documentary Envelop, Short
11. 3 boxes Mailing Envelop, white (box of 500 pcs)
12. 10 pcs. Glue, all Purpose 200 grams.
13. 800 pcs. Folder, 14 points, long
14. 300 pcs. Folder, 14 points, short
15. 70 pcs. High Lighter Pen, (Yellow Green)
16. 70 pcs. High Lighter Pen, (Green)
17. 70 pcs. High Lighter Pen, (Pink)
18. 15 boxes Paper Clips – big, plastic coated
19. 20 boxes Paper Clips – small, plastic coated
20. 100 boxes Paper Fastener – Plastic Coated
21. 6 boxes Paper Fastener – Long
22. 4 bottles Ink, Pen – Refill (Permanent Marker Ink)
23. 10 pcs. Ink, Stamp pad
24. 30 pcs. Index Tab
25. 50 pcs. PVC cover (Long)
26. 50 pcs. PVC cover (Short)
27. 250 reams Paper, US Bond, Substance 20/70gsm, long
28. 290 reams Paper, US Bond, Substance 20/70gsm, short
29. 8 jars Paste
30. 60 pcs. Pencil
31. 50 pcs. Pen, Fine Point, Permanent Black (Permanent Marker)
32. 20 pcs. Record Book, 300 leaves
33. 20 pcs. Record Book, 500 leaves
34. 60 pcs. Sign Pen, blue (liquid gel) 0.5mm needle tip
35. 60 pcs. Sign Pen, black (liquid gel) 0.5mm needle tip
36. 85 boxes Staple Wire, # 35
37. 6 rolls Packing Tape
38. 10 pcs. Stamp Pad – Medium
39. 10 pcs. White Board Marker, black
40. 3 pcs. White Board Eraser
41. 20 packs Battery AAA, 2 pieces per blister pack
42. 20 packs Battery AA, 2 pieces per blister pack
43. 10 pcs. Scissor, heavy duty 7”
44. 15 pcs. Stapler Heavy Duty with staple remover #35 (medium)
45. 10 rolls Tape, 2” Adhesive Tape
46. 50 rolls Tape, 1” Adhesive Tape
47. 5 pcs. Tape Dispenser, big
48. 5 boxes Carbon, Film, PE size 216mm x 330mm
49. 10 pcs. Ruler, Stainless Steel 12”
50. 20 pcs. Spiral Ring Binder Plastic 2”
51. 20 pcs. Spiral Ring Binder Plastic 1 1/2”
52. 20 pcs. Spiral Ring Binder Plastic 1”
53. 1 pc. Paper Cutter with board, 24”, heavy duty
54. 2 pcs. Pencil Sharpener, heavy duty
55. 10 bxs. Binder Clip 19mm
56. 10 bxs. Binder Clip 25mm
57. 10 bxs. Binder Clip 32mm
58. 5 rolls Duct Tape 48mm x 25m
59. 20 pcs. Mechanical Pencil 0.5mm (heavy Duty)
60. 20 tubes Lead, Mechanical Pencil 0.5mm
61. 5 rolls Double sided Tape 1”

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