



October 24, 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)24-10-048(B) &amp; 200(01)24-10-049(B)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	For SP – Secretariat and SP – Legislative Office Supplies use for the 4 <sup>th</sup> quarter.
<b>Approved Budget for the Contract (ABC):</b>	<b>PR#200(01)24-10-048(B) -P 50,900.00</b> <b>PR#200(01)24-10-049(B) - 82,870.00</b> <b>GRAND TOTAL -P133,770.00</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>October 25 - 31, 2024</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>October 25, 2024 – November 04, 2024 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>November 04, 2024 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>November 04, 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)24-10-048(B)

ABC: P50,900.00

1. 20 pcs Ink, 003 Black
2. 20 pcs Ink, 003 Cyan
3. 20 pcs Ink, 003 Magenta
4. 20 pcs Ink, 003 Yellow
5. 2 pcs Ink, Toner 103A

Sub-total: P50,900.00

PR# 200(01)24-10-049(B)

ABC: P82,870.00

1. 30 bxs. Ballpen (0.7mm), black (12pcs/box)
2. 50 pcs. Correction Tape (5mm x 10m)
3. 50 pcs. Envelope, Kraft Long (Documentary, legal size)
4. 100 pcs. Folder, long (thick)
5. 100 rms. Paper, U.S. Bond Long (Sub. 20), 80GSM
6. 30 rms. Paper, U.S. Bond Short (Sub. 20), 80GSM
7. 30 rms. Paper, A4 (80 GSM)
8. 10 bxs. Paper Clips (big), vinyl/plastic coat
9. 10 bxs. Paper Clips (small), vinyl/plastic coat
10. 10 pcs. Record Book (200 lvs.)
11. 10 pcs. Record Book (500 lvs.)
12. 60 pcs. Filing Folder (Arch File) Hardbound, Single (Document Filer w/ Steel Casing

Sub-total: P82,870.00

**Grand Total: P133,770.00**

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