



**December 12, 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#300-24-12-025(H)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment (Digital Copier/B&amp;W Scanner/Printer)</b>
<b>Location/Purpose:</b>	For use in the General Revision of Property Assessment. (Provincial Assessor's Office)
<b>Source of Funds</b>	<b>2025 Annual Budget</b>
<b>Approved Budget for the Contract (ABC):</b>	<b>P175,000.00 (inclusive of all applicable taxes)</b>
<b>Modality of Procurement</b>	<b>Early Procurement Activity – Public Bidding</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 50% 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.
- Bidders are hereby informed that this procurement is conducted through Public Bidding in an Early Procurement Activity (EPA) subject to the approval of Annual Budget for 2025.

The schedules of activities are listed as follows:

<b>BAC ACTIVITIES</b>	<b>SCHEDULE</b>
<b>Advertisement / Posting</b>	<b>December 13 - 19, 2024</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>December 13 - 23, 2024@ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>December 23, 2024@ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>December 23, 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 (Digital Copier/B&W Scanner/Printer)*

*PR#300-24-12-025(H)*

*ABC: **P175,000.00***

*1. 1 unit Digital Copier/B&W Scanner/Printer*

*Speed: 22 copies per minute (Document Feeder and Duplex)*

*System Memory: 256MB*

*System Hard Drive: 256GB SSD*

*Resolution: 600x600 dpi*

*Multi Copy: 999 or more*

*Max Original Size: A5-A3 (11" x 17")*

*Paper Handling: 350 sheets / 1,350 sheets (Standard/Max)*

*Built in USB Interface and Networking*

*With Electric Stapler: 70 sheets/sec. 5000 staples Flat Clinch*

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