



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
BIDS AND AWARDS COMMITTEE
Provincial Capitol, Estaka, Dipolog City
Email add: bidsandawards22@gmail.com

March 11, 2025

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:

Contract ID:	PR#200(01)25-03-003(E)
Contract Name:	Procurement of Office Equipment Supplies and Consumables
Location/Purpose:	For the use of Provincial Treasurer.
Approved Budget for the Contract (ABC):	P209,411.00 (inclusive of all applicable taxes)
Source of Funds	General Fund

- 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:

BAC ACTIVITIES	SCHEDULE
Advertisement / Posting	March 12 - 18, 2025
Availability and Issuance of Bidding Documents	March 12 - 20, 2025 @ 08:30AM
Deadline for the Submission of Bids	March 20, 2025 @ 08:30 AM
Bid Opening and Evaluation	March 20, 2025 @ 09:00AM

- 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)25-03-003(E)

ABC: **P209,411.00**

1. 1 Piece PHOTOCOPYING MACHINE TONER INEO+226I TN 228 MAGENTA
2. 1 Piece ADDING MACHINE CALCULATOR Color: Black

Save Time with Reprint Function

**Reprint Function*

**Change Function*

**Cost / Sell / Margin Calculations*

3.5 Lines / Second

12 Digits

Printing Calculator/No Power adapter included

compact type 12 digits

2 color-printing clock & calendar

reprint function check function

with Power Supply

- 12-Digits Digitron-Display

- Paper Size 58 mm

- Printing Speed: 2,0 Lines/Sec.

- 2 Color-Print (IR-40T)

- AC Adaptor (AD-A 60024)

Functions:

- Profit Calculation (Cost, Sell, Margin)

- Tax Calculation

- Percentage-/Deltapercentage Calculation

- Item Counter

- Mark Up/ Mark Down

- Average Calculations

- Decimal Selector (0, 2, 3, ADD2)

- Rapid Correction Key

- 3-Digit Comma Markers

- Double-Zero Key

- Independent Memory

- GT Memory

- Rounding Selector F, 5/4

- 150 Steps Check

- After-Print-Function (Option to print a calculation after all operations (max. 150 operation steps) are entered)

- Re-Print-Function (Option to print a calculation (max. 150 operation steps) as often as desired)

- Time / Date Stamp

- Backspace Key

with power supply

Product features. Line printing. 2-color printing.

- Product type. Adding machine. Compact Type.

- Number of digits. 12 digits

- Liquid crystal display. Extra Large display.

- Key characteristics. Plastic keys.

- Key functions. Key rollover.

- Memory. Grand total (G■)

- Power supply. AA and AC adaptor (optional)

3. 40 Piece Ballpen
4. 52 Ream Bond Paper Short 8.5" x 11" subs 20
5. 41 Ream Bond Paper US Long Subs.21
6. 52 Ream Bond Paper U.S. Short (Sub.20), 80 GSM
7. 2 Piece Calculator Extra large display, Solar and Battery
8. 10 Box Carbon Paper Long
9. 2 Piece Cartridge Ribbon Cartridge Ribbon PLQ-35
10. 1 Piece Cartridge Ribbon PLQ-50 Cartridge Ribbon PLQ-50
11. 2 Bottle Computer Ink CYAN 003
12. 2 Bottle Computer Ink 003 YELLOW
13. 2 Bottle Computer Ink Ink 003 MAGENTA
14. 10 Piece Correction Fluid
15. 6 Piece Double Sided Tape
16. 4 Box Envelope Mailing Brown
17. 30 Piece Envelop Kraft Long (Documentary)
18. 30 Piece Envelop Kraft Short (Documentary)
19. 1 Piece Epson Ink M15140 Epson Ink M15140
20. 6 Piece Flash Drive 16GB capacity
21. 40 Piece Folder Long, White
22. 10 Piece Highlighter
23. 10 Piece Ink Stamp Pad
24. 1 Piece Ink Toner Ink Toner DCP-L2540DW
25. 2 Piece Ink, Toner 85A Black
26. 15 Box Paper Clip Small
27. 10 Box Paper Clip Big
28. 10 Box Paper Fastener Long
29. 10 Box Paper Fastener Plastic Coated
30. 30 Roll Paper, Adding Machine, 57mm Paper, Adding Machine, 57mm
31. 5 Jar Paste 200g
32. 1 Box Pencil 12's
33. 1 Dozen Pen, Permanent
34. 2 Piece Photocopying Machine Toner Ineo-226i Toner TN 228 Cyan
35. 2 Piece Photocopying Machine Toner Ineo-226i TN228-Black
36. 4 Piece Puncher Heavy Duty 2 Holes
37. 12 Piece Record Book 500 Pages
38. 11 Piece Ribbon Type Writer
39. 10 Pack Rubber Band Big
40. 5 Box Sign pen (1.0MM) Black, 12 pcs/box
41. 13 Box Staple Wire #35
42. 12 Piece Stapler No. 35
43. 12 Pad Sticker Paper Long
44. 12 Roll Tape 1", Transparent
45. 12 Piece Tape Packing 2" Tape Packing 2"
46. 2 Piece Toner 85A Ink – HP Laser Jet Toner 17A

Nothing Follows