



March 13, 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:

<b>Contract ID:</b>	<b>PR#TF 25-03-009(R)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	For Labason District Hospital – Office Supplies.
<b>Approved Budget for the Contract (ABC):</b>	<b>P27,662.00</b> <b>(inclusive of all applicable taxes)</b>
<b>Source of Funds</b>	<b>Trust Fund</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>March 14 - 20, 2025</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>March 14 – 24, 2025 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>March 24, 2025 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>March 24, 2025 @ 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#TF 25-03-009(R)

ABC: **P27,662.00**

1. 30 pc Ballpen 0.5mm (Black)
2. 30 pc Ballpen 0.5mm (Blue)
3. 30 pc Ballpen 0.5mm (Red)
4. 5 pc Battery AA (Heavy Duty), 2pcs/blister pack
5. 5 pc Battery AAA (Heavy Duty), 2pcs/blister pack
6. 5 pc Battery Medium, 2pcs/blister pack
7. 15 ream Bond Paper subs.20 (Long)
8. 15 ream Bond Paper subs.20 (Short)
9. 10 pc Cartolina (White)
10. 10 pc Cartolina (Orange)
11. 10 pc Cartolina (Pink)
12. 30 pc Correction Tape, Non-Refill, 5mm\*5m
13. 10 bottle Epson Ink 003, 65ml (Black)
14. 3 bottle Epson Ink 003, 65ml (Cyan)
15. 8 bottle Epson Ink 003, 65ml (Magenta)
16. 3 bottle Epson Ink 664 (Cyan)
17. 3 bottle Epson Ink 664 (Magenta)
18. 3 bottle Epson Ink 664 (Yellow)
19. 10 pc Expanded Envelope – Green
20. 5 pc Expanded Envelope – Pink
21. 5 pc Glue (medium)
22. 1 box Pencil
23. 5 pc Pen Fine (Black), Permanent
24. 3 pc Record Book 300 pages
25. 3 pc Record book 500 pages
26. 2 pc Scissor (Big)
27. 3 box Staple Wire No. 26/6
28. 3 pc Sticky Note (Assorted Size)
29. 3 pc Sticky Note 3"x3", 500 pages
30. 5 roll Transparent Tape Big Roll 3"

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