



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

April 25, 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#200-01-25-04-011(AJ)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	For the use of the Office of the Provincial Legal Officer.
<b>Approved Budget for the Contract (ABC):</b>	<b>P112,499.00</b> (inclusive of all applicable taxes)
<b>Source of Funds</b>	<b>General 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>April 26, 2025 – May 02, 2025</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>April 26, 2025 – May 05, 2025@ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>May 05, 2025 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>May 05, 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 Government 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#200-01-25-04-011(AJ)

ABC: **P112,499.00**

- 1. 3 Piece TONER INK MP2014H TONER MP2014H
- 2. 3 Box BALLPEN RETRACTABLE, 0.7MM, BLACK, 12S
- 3. 125 Piece BALLPEN 0.5mm (Black)
- 4. 125 Piece BALLPEN 0.5mm (Blue)
- 5. 3 Piece BATTERY AAA
- 6. 1 Box BINDER CLIP 2"
- 7. 1 Box BINDER CLIP 1.5 INCH
- 8. 17 Ream BOND PAPER U.S. SHORT (SUB.20), 80 GSM
- 9. 56 Ream BOND PAPER U.S. LONG (SUB.20), 80 GSM
- 10. 2 Ream BOND PAPER A4 (80 GSM)
- 11. 5 Bottle BROTHER INK BT5000 MAGENTA
- 12. 8 Bottle BROTHER INK BTD60 BLACK
- 13. 5 Bottle BROTHER INK BT5000 YELLOW
- 14. 5 Bottle BROTHER INK BT 5000 CYAN
- 15. 2 Piece CLEAR TAPE 2"
- 16. 5 Bottle COMPUTER INK CYAN 003
- 17. 10 Bottle COMPUTER INK MAGENTA 003
- 18. 5 Bottle COMPUTER INK 003 YELLOW
- 19. 10 Bottle COMPUTER INK 003 BLACK
- 20. 4 Piece CORRECTION PEN 3.5 ML
- 21. 6 Piece CORRECTION TAPE 5MM X 10MM
- 22. 4 Piece GLUE
- 23. 502 Piece ENVELOPE KRAFT LONG (DOCUMENTARY)
- 24. 38 Piece ENVELOPE KRAFT SHORT (DOCUMENTARY)
- 25. 62 Piece EXPANDED ENVELOPE with garter, long, brown
- 26. 20 Piece EXPANDED FOLDER LONG
- 27. 32 Piece FOLDER 14 POINTS, LONG
- 28. 1 Box MAILING ENVELOPE White, long, without window
- 29. 2 Roll MASKING TAPE WIDTH: 48MM (2")
- 30. 3 Piece MONOBLOC CHAIR
- 31. 2 Box PAPER CLIP PLASTIC COATED, BIG
- 32. 13 Box PAPER FASTENER Plastic Coated
- 33. 1 Box PAPER FASTENER METAL LONG STEMMED (FOR THICK FILES)
- 34. 2 Piece PAPER PUNCHER Big
- 35. 8 Piece PEN, HIGHLIGHTER assorted colors
- 36. 1 Box PENCIL NO. 2
- 37. 2 Box MARKER PEN(FINE POINT)(PERMANENT) BLACK
- 38. 122 Piece PLASTIC ENVELOPE CLEAR, FLAT, LONG, WITH SNAP BUTTON
- 39. 2 Piece RECORD BOOK 300 SHEETS, HAND & CLOTH BOUND
- 40. 3 Piece SCISSORS HEAVY DUTY 7"
- 41. 40 Piece SIGN PEN MICRO BLACK AND BLUE (0.7)
- 42. 1 Piece STAMP PAD MEDIUM
- 43. 2 Bottle STAMP PAD INK PURPLE OR VIOLET
- 44. 4 Box STAPLE WIRE #35
- 45. 1 Box STAPLE WIRE Heavy duty, 50 sheets capacity
- 46. 2 Piece STAPLER # 35 good quality
- 47. 1 Piece STAPLER HEAVY DUTY WITH STAPLE REMOVER #35 (MEDIUM)
- 48. 3 Piece TAPE CLEAR TAPE 1 INCH X 50 METERS
- 49. 1 Piece TAPE DISPENSER 1"
- 50. 1 Box WHITE BOARD MARKER BLACK

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