



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 03, 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)25-03-059(A)</b>
<b>Contract Name:</b>	<b>Procurement of Office Equipment Supplies and Consumables</b>
<b>Location/Purpose:</b>	For use for the operation in the office of the Bids and Awards Committee, Province of Zamboanga del Norte.
<b>Approved Budget for the Contract (ABC):</b>	<b>P141,555.00</b> <b>(inclusive of all applicable taxes)</b>
<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 04 – 10, 2025</b>
<b>Availability and Issuance of Bidding Documents</b>	<b>April 04 - 15, 2025 @ 08:30AM</b>
<b>Deadline for the Submission of Bids</b>	<b>April 15 2025 @ 08:30 AM</b>
<b>Bid Opening and Evaluation</b>	<b>April 15, 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)25-03-059(A)

ABC: **P141,555.00**

1. 5 btls Ink Black for Canon #BK790
  2. 3 boxes Ballpen (0.7MM), Blue (12pcs/box)
  3. 5 boxes Ballpen (0.5mm), Black (12pcs/box)
  4. 75 reams Bond Paper US Bond , Substance 20/70GSM, Short
  5. 100 reams Bond Paper US Bond , Substance 20/70GSM, Long
  6. 3 btls Brother Ink BT5000 Cyan
  7. 3 btls Brother Ink BT5000 Magenta
  8. 5 btls Brother Ink BT5000 Black
  9. 3 btls Brother Ink BT5000 Yellow
  10. 15 rolls Clear Stationary Tape 25mm x 100m (1" x 100M)
  11. 5 pcs Correction Tape 5mm x 8m
  12. 5 pcs Epson Ink 664 (black)70ml per bottle
  13. 2 pcs Epson Ink 664 (Cyan)70ml per bottle
  14. 2 pcs Epson Ink 664 (Magenta)70ml per bottle
  15. 2 pcs Epson Ink 664 (Yellow) 70ml per bottle
  16. 1 ream Folder Short 100's/ream 14 pts
  17. 2 reams Folder long 100's/ream 14 pts
  18. 2 boxes Highlighter Assorted Colors 12's/box
  19. 3 pcs Ink, GI 790 Magenta
  20. 3 pcs Ink, GI 790 Cyan
  21. 3 pcs. Ink, GI 790 Yellow
  22. 30 boxes Paper Fastener plastic coated 7cm 50 sheets
  23. 2 boxes Pencil No. 2
  24. 10 pcs Pencil Eraser 4cm x 3 cm x 2cm
  25. 20 btls Printer Ink, 003, Epson, Black
  26. 10 btls Printer Ink, 003, Epson, Yellow
  27. 10 btls Printer Ink, 003, Epson, Cyan
  28. 10 btls Printer Ink, 003, Epson, Magenta
  29. 1 box PVC Cover, Long
  30. 2 pcs Scissor 185mm 7.3 inch
  31. 5 pads Sticky Note colored, 0.5"x1.7"/1.3"x4 3cm 10x25 sheets
- \*\*\*Nothing Follows\*\*\*