



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

May 09, 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)25-05-008(AG) |
| Contract Name: | Procurement of Office Equipment Supplies and Consumables |
| Location/Purpose: | For Provincial Tourism Office use. |
| Approved Budget for the Contract (ABC): | P41,561.00 (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 | May 10 - 16, 2025 |
| Availability and Issuance of Bidding Documents | May 10 - 19, 2025 @ 08:30AM |
| Deadline for the Submission of Bids | May 19, 2025 @ 08:30 AM |
| Bid Opening and Evaluation | May 19, 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 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)25-05-008(AG)

*ABC: **P41,561.00***

- 1. 4 Bottle COMPUTER INK YELLOW 003*
- 2. 50 Piece BALLPEN 0.5 Black, Smooth Ink*
- 3. 3 Box BINDER CLIP 1" METAL, 12'S*
- 4. 3 Box BINDER CLIP 1 5/8", 12'S*
- 5. 15 Ream BOND PAPER US BOND, SUBSTANCE 20/70GSM, LONG*
- 6. 20 Ream BOND PAPER US BOND, SUBSTANCE 20/70GSM, SHORT*
- 7. 4 Bottle COMPUTER INK CYAN 003*
- 8. 4 Bottle COMPUTER INK MAGENTA 003*
- 9. 12 Piece CORRECTION TAPE 5MM X 10MM*
- 10. 3 Piece DOUBLE SIDED TAPE*
- 11. 2 Pair DUCT TAPE 2"*
- 12. 25 Piece ENVELOPE KRAFT SHORT (DOCUMENTARY)*
- 13. 25 Piece ENVELOPE, KRAFT LONG DOCUMENTARY, LEGAL SIZE*
- 14. 15 Bottle EPSON INK L3110-color Black*
- 15. 25 Piece FOLDER 14 POINTS, LONG*
- 16. 25 Piece FOLDER 14 POINTS, SHORT*
- 17. 1 Box HIGHLIGHTER PEN YELLOW GREEN*
- 18. 5 Roll MASKING TAPE WIDTH: 24MM (1")*
- 19. 3 Roll PACKING TAPE*
- 20. 5 Box PAPER CLIP PLASTIC COATED, SMALL*
- 21. 5 Box PAPER CLIPS (BIG), VINYL/ PLASTIC COAT*
- 22. 8 Box PAPER FASTENER Plastic Coated*
- 23. 2 Box PENCIL NO. 2*
- 24. 3 Piece MARKER PEN Fine Point, Permanent Black*
- 25. 2 Pack PUNCH CARD 100's*
- 26. 2 Piece PUNCHER HEAVY DUTY 2 HOLES*
- 27. 1 Box PUSH PINS 100'S*
- 28. 3 Piece TAPE TRANSPARENT*
- 29. 2 Bottle STAMP PAD INK PURPLE OR VIOLET*
- 30. 2 Box STAPLE WIRE NO. 35*
- 31. 1 Piece STAPLER W/ REMOVER (HEAVY DUTY)*
- 32. 2 Pad STICK-ON NOTE SIGN HERE*
- 33. 3 Pad STICKY NOTE 3" x 3"*
- 34. 3 Piece WHITEBOARD MARKER BLACK, FELT TIP, BULLET TYPE*
****Nothing Follows****