



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

INVITATION TO BID

**PROCUREMENT OF OFFICE SUPPLIES AND CONSUMABLES
UNDER 1ST QUARTER PPMP OF CURRENT FISCAL YEAR**

1. The Schools Division of Zamboanga del Norte, through **GAS FUNDS FY 2024**, intends to apply the sum ONE MILLION THREE HUNDRED SEVENTY-SEVEN THOUSAND SIX HUNDRED TWENTY PESOS & 00/100, Philippine Currency, (P1,377,620.00) being the ABC to payments under the contract for **Procurement of Office Supplies and Consumables under 1st Quarter PPMP of Current Fiscal Year**, with identification No. **2024-019-CBZN**:

No.	Item Description	Quantity	Cost Per Unit	Amount/Cost
1	<ul style="list-style-type: none">Continuous Forms 4PLYContinuous Forms 3PLYContinuous Forms 1PLY	<ul style="list-style-type: none">100 boxes50 boxes100 boxes	See PR	390,000.00
2	IT Supplies [Ink, Mouse, External Hard drive, Flash drive, Keyboard and Mouse Combo]	varied per IT supply	See PR	272,650.00
3	Common Office Supplies [See PR for details]	varied per office supply	See PR	714,970.00
GRAND TOTAL				P1,377,620.00

Please see attached Purchase Request for the details, technical specifications, and terms of reference.

Bids received in excess of the ABC of the project shall be automatically rejected at bid opening.

2. The Schools Division of Zamboanga Del Norte, through the Bids and Awards Committee, now invites bids for the above procurement project. The Delivery of the Goods is required to be **completed within the given schedule**. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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.

4. Prospective Bidders may obtain further information from the Schools Division of Zamboanga Del Norte and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 P.M.
5. A complete set of electronic/soft copy of Bidding Documents may be acquired by interested bidders from **March 6, 2024 to March 27, 2024**, in the given address and website below and pursuant to the latest guidelines issued by the GPPB, and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Five**



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Thousand Pesos (P5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees either in person, by facsimile, or through electronic means before or upon dropping of proposal.

6. The Schools Division of Zamboanga Del Norte will hold an on-site Pre-Bid Conference on **March 14, 2024, at 3:00 P.M.** at 3rd Floor Conference Hall, New SDO Building, Estaka, Dipolog City which shall be open to all prospective bidders.
7. Bids in three (3) copies including the original must be duly received by the BAC Secretariat through manual submission at the office address indicated below before or at exactly **11:00 AM of March 27, 2024. Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **March 27, 2024, at 1:30 PM** at the 3rd Floor Conference Hall of the New SDO Building at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. This Procuring Entity 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.
11. For further information, please refer to:

ATTY. CHRISTINE JOYCE S. PACO
BAC Secretariat Head
DepEd- Zamboanga del Norte
0946-025-6019
12. You may visit www.depedzn.net or e-mail at depedznbac@gmail.com

ZHYRINE P. MAYORMITA
BAC Chairperson (Goods and Services)

Date of Issue: March 5, 2024