



Investment Affairs Office

Citizen's Charter 2022 (1st Edition)



I. Mandate

The Investment Affairs Office (IAO) was established in accordance with Executive Order No. 8-A, s. 2019. The Office's mandate is to spearhead linkages with the private sector in order to achieve specific investment goals in infrastructure, healthcare, transport, and other key sectors to further the development of Quezon City. It is also tasked to cultivate healthy business conditions conducive for the growth and competitiveness of enterprises within its territorial jurisdiction.

II. Vision

The IAO envisions an investor-friendly city through the establishment of partnerships between the private sector and the Quezon City local government to drive the local economy, generate employment and improve the quality of life of city residents.

III. Mission

The IAO aims to maximize the potential for inclusive growth and development as embodied in the City's various policies and planning documents to offer an attractive combination of both fiscal and non-fiscal incentives for investors, in tandem with a strong business-friendly climate.

IV. Services

The IAO is in charge of the City's major commercial transactions including but not limited to entering into long-term Public-Private Partnership (PPP) and Joint-Venture (JV) contracts with the private sector and implementing innovative ways to finance and deliver infrastructure projects.

The Office provides liaison services and technical assistance in projects of the QC local government with international non-profit and charitable institutions such as the World Bank, the Asian Development Bank, American/European Chambers of Commerce, and other similar agencies as well as special projects involving other foreign cities as assigned by the QC City Mayor.

The Office coordinates with the QC Education Affairs Unit, the local School Board (LSB), the QC University Board, Community colleges as well as other educational and training related institutions to guarantee an integrated human resource development and a well crafted economic investment and development plan.



The Office performs other related duties and responsibilities as may be assigned or delegated by the City Mayor, the City Administrator, and other local departments and offices as may be required by law or ordinance.

1. Process for Unsolicited Proposal

Office or Division:	Investment Affairs Office	
Classification	Complex	
Type of Transaction	G2B - Government to Business	
Who may Avail:	Private Sector Proponent	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Cover Letter	Proponent's End
	Proposal	Proponent's End
	Company Profile	Proponent's End
	Affidavit of Disclosure of No Relationship	Proponent's End
	Tax Clearance	BIR
	Sworn Statement of Acceptance of Bid Conditions	Proponent's End
	Draft Contract	Proponent's End
	BIR Registration Certificate	BIR
	Experience or Track Record	Proponent's End



Qualified Key Personnel		Proponent's End		
Proof of Financial Capability		Proponent's End		
Feasibility Study		Proponent's End		
Other Documents		Proponent's End		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Requirements.	The Office will check if the submitted requirements are authentic and complete.	N/A	15 Minutes	PPP-Selection Committee
2. Initial Evaluation of the proposal and eligibility of the Proponent	PPP-Selection Committee shall check the completeness of the proposal and determination of the eligibility of the PSP	N/A	30 Calendar Days	PPP-Selection Committee
3. Evaluation of the Proposal	PPP-Selection Committee shall evaluate the proposal and advise whether it accepts or rejects the proposal.	N/A	120 Calendar Days	PPP-Selection Committee
4. Original Proponent (OP) Status	PPP-Selection Committee shall either issue a certificate of acceptance or non-acceptance of the proposal.	N/A	30 Calendar Days	PPP-Selection Committee
5. Detailed Negotiation	Negotiation of the Technical and Financial Aspects	N/A	80 Calendar Days	PPP-Selection Committee
6. Swiss Challenge	Quezon City will publicize an invitation to comparative proposals to compete with the Original Proponent	N/A	60 Working Days	PPP-Selection Committee
7. Contract Signing and Notice of	The PPP-Selection Committee will submit a detailed evaluation/assessment report	N/A	11 Calendar Days	PPP-Selection Committee



Award	<p>on its decision regarding the evaluation of the bids</p> <p>The City Mayor shall sign the contract and the PPP-Selection Committee will issue the Notice of Award</p> <p>All Unsuccessful Proponents shall be informed in writing of the decision of the PPP-Selection Committee to award to the winning Project Proponent.</p>			
8. Submission of Security for Construction works, Operations, Proof of Commitment, and other documents	Failure to submit the requirements within the prescribed period will result in confiscation of the bid security.	TBD	Within 20 Calendar Days	N/A
9. Post-Award Conference	A conference will be held to ensure that the City and the Proponent have a clear and mutual understanding of terms and conditions of the PPP Contract, and to determine the responsibilities of parties.	N/A	5 Working Days	PPP-Regulatory Authority
10. . Execution of PPP Agreement	The Office will assist with the implementation of the project.	N/A	N/A	Technical Working Group
TOTAL			356 Calendar Days and 15 Minutes	



2. Process for Solicited Proposal

Office or Division:	Investment Affairs Office			
Classification	Complex			
Type of Transaction	G2B - Government to Business			
Who may Avail:	Private Sector Proponent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cover Letter	Proponent's End			
Proposal	Proponent's End			
Company Profile	Proponent's End			
Affidavit of Disclosure of No Relationship	Proponent's End			
Tax Clearance	BIR			
Sworn Statement of Acceptance of Bid Conditions	Proponent's End			
Draft Contract	Proponent's End			
BIR Registration Certificate	BIR			
Experience or Track Record	Proponent's End			
Qualified Key Personnel	Proponent's End			
Proof of Financial Capability	Proponent's End			
Other Documents	Proponent's End			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Invitation to pre-qualify and to bid	Quezon City LGU will publicize an invitation to pre-qualify and bid for a specific project. In the invitation it will include instructions and the tender documents needed.	N/A	21 Calendar Days	PPP-Selection Committee
2. Preparation of Tender Documents	The City will allot prospective bidders adequate time from the last date of publication to prepare their respective pre-qualification documents.	N/A	30 Calendar Days	N/A
3. Submission of Tender Documents	The Office will receive the Tender Documents	TBD	10 Minutes	PPP-Selection Committee
4. Pre-qualification of PSPs	The Office will check the eligibility of the documents and determine if they are "Pre-qualified and Disqualified."	N/A	7 Calendar Days	PPP-Selection Committee
5. Submission of Bid	The Office will receive the two envelopes containing the Technical and Financial Proposals	N/A	10 Minutes	PPP-Selection Committee
6. Opening and Evaluation of Technical Proposal	The bid will be publicly opened at the time, date, and place specified in the bidding documents. Consequently, the Technical Proposal will be evaluated by the PPP-Selection Committee. If the Technical Proposal is disqualified, the Financial Proposal (Second Envelope) will not be opened	N/A	Within 20 Calendar Days	PPP-Selection Committee
7. Opening and Evaluation of Financial	The bid will be publicly opened at the time, date, and place specified in the bidding	N/A	15 Calendar Days	PPP-Selection Committee



Proposal	documents. Consequently, the Financial Proposal will be evaluated by the PPP-Selection Committee.			
8. Contract Signing and Notice of Award	<p>The PPP-Selection Committee will submit a detailed evaluation/assessment report on its decision regarding the evaluation of the bids</p> <p>The City Mayor shall sign the contract and the PPP-Selection Committee will issue the Notice of Award</p> <p>All Unsuccessful Proponents shall be informed in writing of the decision of the PPP-Selection Committee to award the project to the winning Project Proponent.</p>	N/A	11 Calendar Days	PPP-Selection Committee
9. Submission of Security for Construction works, Operations, Proof of Commitment, and other documents	Failure to submit the requirements within the prescribed period will result in confiscation of the bid security.	TBD	Within 20 Calendar Days	PPP-Selection Committee
10. Post-Award Conference	A conference will be held to ensure that the City and the Proponent have a clear and mutual understanding of terms and conditions of the PPP Contract, and to determine the responsibilities of parties.	N/A	5 Working Days	PPP-Regulatory Authority
11. Execution of PPP	The Office will assist with the implementation of the project.	N/A	N/A	Technical Working



Agreement				Group
TOTAL			129 Calendar Days and 20 Minutes	