

LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE

External Services

1. Startup QC (Professional Category)

The Startup QC Professional Category is a program designed to provide equity-free financial grants to innovative startup ventures in their early stages that demonstrate promising and viable products or services. It aims to support entrepreneurs by offering three key phases: evaluation, business model development, and product development, with curated activities to mentor and guide them through the process of refining and implementing their business models. The program seeks to foster innovation, promote entrepreneurship, and contribute to the growth of the startup ecosystem in Quezon City.

Office or Division:	QC-Local Economic Development and Investment Promotions Office
Category	External Service
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Applicants must be at least 21 years of age, and at least one member must be from Quezon City. They must not have been convicted of any offenses, have no relatives on the screening committee, and must possess a Minimum Viable Product (MVP).
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 11337 - Innovative Startup Act; SP-3109,S-2022 also known as "An Ordinance Institutionalizing the Startup QC Program and Appropriating Funds Therefor"
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. E-Application Form (1) Original Copy Or (1) Electronic Copy	Quezon City Government - QC E-Services https://qceservices.quezoncity.gov.ph
2. Video Pitch (Maximum of 5 Minutes) Remarks: Present your business plan clearly in under five (5) minutes, showcasing the minimum viable product. Ensure the content is suitable for viewers of all ages.	Applicant
3. Ten (10) pages of Business Proposal (1) Original Copy Or (1) Electronic Copy Remarks: CONTENT GUIDELINES 1. Company Name: What’s the name of your startup?	Applicant

<p>2. Executive Summary: An overview of your business plan</p> <p>3. Why Join Startup QC</p> <p>4. Problem: What issue does your business tackle, and what gap does it fill?</p> <p>5. Goals & Objectives: What outcomes do you aim for, and what metrics will measure success over time?</p> <p>6. Solution: What key approach will your business concept take to solve the problem and add value for your target market?</p> <p>7. Feasibility: Technical feasibility of the product & business plan</p> <p>8. Market Analysis: Present an analysis of market trends, target demographics, and competitive landscape.</p> <p>9. Business Model: How a company creates value and generates revenue</p> <p>10. Team Profile: Brief introduction and achievements about the team</p>				
<p>4. Team Lead Requirement</p> <p>4.1 Valid ID</p> <ul style="list-style-type: none"> QC ID (Quezon City Government) <p>Remarks: Should be a resident of Quezon City</p>		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Apply via QC E-services</p> <p>Location: https://qceservices.quezoncity.gov.ph</p> <p>Notes/Instruction: 1.1 You may register by logging in to https://qceservices.quezoncity.gov.ph</p> <p>1.2 Click the STARTUP QC PROGRAM and choose Professional Category.</p> <p>1.3 Complete the E-application form</p>	None	None	3 days	QC LEDIPO

and submit all necessary requirements. 1.4 If requirements are not complete, applicants will be given allotted time to submit their requirements.				
2. Wait for an email confirmation	<p>2.1 Screen and evaluate the application</p> <p>2.2 The office will send an email confirmation to the email address provided with regards to the status of the application</p>	None	90 days	Office of the City Mayor, Office of the City Administrator, City Council, Local Economic Development and Investment Promotions Office, Small Business Cooperatives Development and Promotions Office, Quezon City University, Education Affairs, Youth Development Office, Business Permit and Licensing Department
TOTAL PROCESSING TIME		NONE	93 days	

2. Startup QC (Student Category)

The Startup QC Student Category is an initiative designed to nurture the entrepreneurial spirit among students. This competition encourages participants to develop innovative business ideas and pitch these to a broad audience within the startup ecosystem. It offers cadetship sessions, networking opportunities, and potential prizes for winning business plans, inspiring the next generation of young business leaders.

Office or Division:	QC - Local Economic Development and Investment Promotions Office
Category	External Service
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Applicants may join as individuals or as teams, provided that at least one member is from Quezon City. All participants must be at least 18 years old and currently enrolled in a college or university in the Philippines at the time of application. Additionally, applicants must not have any relatives who are part of the program committee.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 11337 - Innovative Startup Act; SP-3109,S-2022 also known as "An Ordinance Institutionalizing the Startup QC Program and Appropriating Funds Therefor"
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. E-Application Form (1) Original Copy Or (1) Electronic Copy	Quezon City Government - QC E-Services https://qceservices.quezoncity.gov.ph
2. Video Pitch (Maximum of 5 Minutes) Remarks: Present your business plan clearly in under five (5) minutes, showcasing the minimum viable product. Ensure the content is suitable for viewers of all ages.	Applicant
3. Ten (10) pages of Business Proposal (1) Original Copy Or (1) Electronic Copy Remarks: CONTENT GUIDELINES 1. Company Name: What’s the name of your startup/team? 2. Executive Summary: An overview of your business plan 3. Why Join Startup QC? 4. Problem: What issue does your business tackle, and what gap does it fill? 5. Goals & Objectives: What outcomes do you aim for? What metrics will measure success over time? 6. Solution: What key approach will your	Applicant

business concept take to solve the problem and add value for your target market? 7. Feasibility: Technical feasibility of the product & business plan 8. Market Analysis: Present an analysis of market trends, target demographics, and competitive landscape. 9. Business Model: How a company creates value and generates revenue 10. Team Profile: Brief introduction and achievements about the team				
4. Team Lead Requirement 4.1 Government Issued ID <i>(Any of the following)</i> <ul style="list-style-type: none"> • QC ID (Quezon City Government) (Must be a Resident QC ID) • Driver's License from Land Transportation Office • National ID from Philippine Postal Corporation • Postal ID from Philippine Postal Corporation • Barangay Certificate (Barangay Hall of Residential Address) 4.2 Latest School ID or enrollment form (Currently Attending University / College)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply to QC E-services Location: https://qceservices.quezoncity.gov.ph Notes/Instruction: 1.1 Register by logging in to https://qceservices.quezoncity.gov.ph 1.2 Click the STARTUP QC PROGRAM and choose Student Category. 1.3 Complete the	None	None	3 days	QC LEDIPO

<p>E-application form and submit all necessary requirements.</p> <p>1.4 If requirements are not complete, applicants will be given allotted time to submit their requirements.</p>				
<p>2. Wait for an email confirmation</p>	<p>2.1 Screen and evaluate the application</p> <p>2.2 The office will send an email confirmation to the email address provided with regards to the status of the application</p>	<p>None</p>	<p>90 days</p>	<p>Office of the City Mayor, Office of the City Administrator, City Council, Local Economic Development and Investment Promotions Office, Small Business Cooperatives Development and Promotions Office, Quezon City University, Education Affairs, Youth Development Office, Business Permit and Licensing Department</p>
TOTAL PROCESSING TIME		NONE	93 days	

2. Revised Quezon City Economic Development Incentives Code

The City Ordinance No. SP-3296, S-2024, which amends Ordinance No. SP-2219, S-2013—commonly referred to as the “QUEZON CITY ECONOMIC DEVELOPMENT INCENTIVES CODE OF 2013,” serves as a comprehensive legislative framework designed to foster economic growth and attract investments in Quezon City. Central to this framework is the establishment of the Quezon City Economic Development Investment Board (QC-EDIB). The board administers a diverse array of fiscal and non-fiscal incentives specifically tailored to the needs of medium and large enterprises.

These incentives, which include tax exemptions and discounts, are designed to attract both domestic and foreign businesses to establish and expand their business operations within Quezon City. All medium and large enterprises that wish to avail themselves of these incentives are required to submit their application, along with the necessary documentary requirements, to the Local Economic Development and Investment Promotions Office (LEDIPO) pursuant to Section 10 of the ordinance. By supporting enterprises that generate employment and align with the city's investment development plans, the code aims to create an inclusive and sustainable economic environment.

Office or Division:	QC - Local Economic Development and Investment Promotions Office		
Category	Internal Service		
Classification:	Complex		
Type of Transaction:	G2B – Government to Business Entity		
Who may avail:	Medium and large enterprises intending to avail the incentives package.		
Operating Hours:	8:00 AM - 5:00 PM		
Statute:	City Ordinance No. SP-3296, S-2024, which amends Ordinance No. SP-2219, S-2013—commonly referred to as the “QUEZON CITY ECONOMIC DEVELOPMENT INCENTIVES CODE OF 2013.”		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Fully accomplished Quezon City Business Incentive Application Form		Online thru https://qceservices.quezoncity.gov.ph/	
2. A copy of Business Permit		QC Business Permits and Licensing Department (BPLD)	
3. A copy of Board Resolution authorizing its officer to sign, apply, and submit requirements in behalf of applicant’s enterprise, <i>if applicable</i>		c/o client	
4. Building Permit No., Certificate of Occupancy No., and Tax Declaration No. for the newly constructed building, <i>if applicable</i>		Department of the Building Official and Office of the City Assessor	
5. Certified True Copy of Audited Financial Statement of the previous taxable year showing at least One Billion (Php1,000,000,000.00) gross sales or interest income. <i>if applicable</i>		Bureau of Internal Revenue (BIR)	

6. Certified True Copy of Certification showing an Amendment of Business Address indicating the Principal Office or Principal Address is now located in Quezon City filed with the Securities and Exchange Commission (SEC), <i>if applicable</i>		Security and Exchange Commission (SEC)		
7. A General Information Sheet (GIS) from the Securities and Exchange Commission for the past fifteen (15) years to indicate that its registered principal office address has been located in Quezon City for at least fifteen (15) years, <i>if applicable</i>		Security and Exchange Commission (SEC)		
8. Deed of Undertaking, <i>if applicable (this will be required upon the approval of the application)</i>		QC Local Economic Development and Investment Promotions Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to QC E-Services using this link: https://qceservices.quezoncity.gov.ph/	1. The website should enable a client to access their QC E-Services account.	None	1 Minute	QC-LEDIPO Planning and Programs Division
2. Click on the Investor's Portal, then select the Sign Up menu to continue with the business incentive you are applying for. Enter your Mayor's Permit Validation details to be redirected to the application form.	2. The website should enable clients to access the Quezon City Business Incentive Application Form.T	None	2 Minutes	QC-LEDIPO Planning and Programs Division
3. Fully accomplished the Quezon City Business Incentive Application Form and upload all the documentary requirements through the Investor's Portal.	3. The website should enable clients to save data and display the documentary requirements. 3.1 Mark the application as <i>"For Initial Screening"</i>	None	10 Minutes	QC-LEDIPO Planning and Programs Division
	4. Check the compliance and completion of the submitted requirements with all the qualifications outlined in the Code, IRR, and the relevant Investment Priority	None	7 working days	QC-LEDIPO Planning and Programs Division

	<p>Plan (IPP) of Quezon City for initial screening.</p> <p>4.1 Issue a notice to inform the client about the complete submission of documentary requirements through the Investor's Portal.</p> <p>4.2 Mark the application as <i>"For Verification"</i></p>			
5. Receive a notification through the Investor's Portal confirming that all documentary requirements have been fully submitted or completed.		None	1 working day	QC-LEDIPO Planning and Programs Division
	<p>6. Verify the list of applicants using the Mayor's Permit number for recommendations to the QC-EDIB.</p> <p>6.1 Issue a notice to inform the client that they have successfully passed the initial screening through the Investor's Portal.</p> <p>6.2 Mark the application as <i>"For Review and Approval"</i></p>	None	3 working days	QC-LEDIPO Planning and Programs Division
7. Receive a notification through the Investor's Portal confirming that you have successfully passed the initial screening.		None	1 working day	QC-LEDIPO Planning and Programs Division
	8. Generate a list of verified applicants and submit recommendations to the QC-EDIB for inclusion in the agenda	None	7 working days	QC-LEDIPO Planning and Programs Division

	of the next QC-EDIB meeting.			
	9. Decide through a majority vote at a regular or special meeting, which applicants should be approved or disapproved, and issue resolutions pertaining to the issues or items brought before it.	None	7 working days	QC-EDIB
	<p>10. Issue a Notice of Award or Notice of Incentives Package to a client through the Investor's Portal.</p> <p>10.1 Issue Affidavit of Undertaking, along with Deed of Undertaking, if applicable, to the qualified enterprise granting the QC-EDIB and QC-LEDIPO the authority to conduct supervisory and monitoring visits, and obligates the registered enterprise to submit periodic reports, as well as permission for supervisory and monitoring visits by QC-EDIB and/or QC-LEDIPO on its actual business operation via Investor's Portal.</p> <p>10.2 Mark the application as <i>"For Submission"</i></p>	None	7 working days from the date of issuance of the resolution	QC-LEDIPO Planning and Programs Division
<p>11. Receive a notification through the Investor's Portal indicating the approved business incentives.</p> <p>11.1 Download the</p>	<p>11. Receive and check the signed and notarized Affidavit of Undertaking from the qualified enterprise.</p> <p>11.1 Mark the status of application as <i>"For</i></p>	None	20 working days from the date of issuance of the undertaking	QC-LEDIPO Planning and Programs Division

<p>Affidavit of Undertaking and, if applicable, the Deed of Undertaking, that was sent through the Investor's Portal.</p> <p>11.2 Sign and notarize the Affidavit of Undertaking and, if applicable Deed of Undertaking, to allow for periodic reports, and grant permission for supervisory and monitoring visits by QC-EDIB and/or QC-LEDIPO concerning its actual business operation.</p> <p>11.3 Submit the signed and notarized affidavit of undertaking to QC-LEDIPO along with the Building Plans, the latest Real Property Tax Clearance, and Deed of Undertaking related to principal office relocation, and other pertinent documents, if applicable, either by mail or in-person.</p>	<p>Certification”</p>			
	<p>12. Issue and release the Certificate of Incentives along with an annotated Tax Declaration for Official Business Document in Quezon City through Investor’s Portal.</p> <p>7.2 Mark the application as “For Monitoring”</p>	<p>None</p>	<p>20 working days from the date of submission of the undertaking</p>	<p>QC-LEDIPO Planning and Programs Division</p>
<p>TOTAL PROCESSING TIME</p>		<p>NONE</p>	<p>73 working days</p>	