



QUEZON CITY GOVERNMENT  
BAC – GOODS AND SERVICES



INVITATION TO BID

August 18, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	ASC-23-HCS-1120	AMORANTO SPORTS COMPLEX	ELECTRIC DRILL AND OTHERS	P 397,971.00	GENERAL FUND	30 CD
2.	BCRD-23-APP-0492	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	EVAPORATIVE AIR COOLER AND OTHERS	P 169,930.00	GENERAL FUND	30 CD
3.	BCRD-23-OE-0491	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	PHOTOCOPIER MACHINE AND OTHERS	P 497,800.00	GENERAL FUND	30 CD
4.	CAO-23-CS1-1270	CITY ADMINISTRATOR'S OFFICE	FOOD AND DRINKS	P 627,300.00	GENERAL FUND	4 MONTHS
5.	CCRD-23-OESC-0354	CITY CIVIL REGISTRY DEPARTMENT	INK CARTRIDGE AND OTHERS	P 479,100.00	GENERAL FUND	30 CD
6.	CCRD-23-OSD-1215	CITY CIVIL REGISTRY DEPARTMENT	BALLPEN AND OTHERS	P 222,736.10	GENERAL FUND	15 CD
7.	CLIMATE-23-PS2-1118B	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	PRINTING OF POSTER AND OTHERS	P 226,080.00	GENERAL FUND	30 CD
8.	CPDD-23-VRM-1050	CITY PLANNING AND DEVELOPMENT DEPARTMENT	RM-MOTOR VEHICLE (PARTS AND LABOR)	P 490,400.60	GENERAL FUND	30 CD
9.	DSQC-23-OESC-1056B	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	INK CARTRIDGE AND OTHERS	P 535,578.25	GENERAL FUND	15 CD
10.	HCDRD-23-OESC-0617	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	INK CARTRIDGES AND TONER	P 362,456.30	GENERAL FUND	30 CD
11.	LEGAL-23-OESC-0219	CITY LEGAL DEPARTMENT	TONER CARTRIDGE AND OTHERS	P 681,757.50	GENERAL FUND	30 CD
12.	OCM-23-OESC-1091B	OFFICE OF THE CITY MAYOR	TONER AND OTHERS	P 633,038.90	GENERAL FUND	30 CD
13.	OVM-23-OSD-1194	OFFICE OF THE VICE MAYOR	VARIOUS OFFICE SUPPLIES (RECORD BOOK AND OTHERS)	P 185,370.94	GENERAL FUND	30 CD
14.	PAISD-23-PPSA-0570B	PUBLIC AFFAIRS AND INFORMATION SERVICES DEPARTMENT	CAMERA ACCESSORIES, HDMI EXTENDER AND OTHERS	P 715,197.50	GENERAL FUND	60 CD
15.	PD-23-OSD-1274	PROCUREMENT DEPARTMENT	VARIOUS OFFICE SUPPLIES	P 608,873.00	TRUST FUND	30 CD
16.	QCADAAC-23-FIXTURES-1166	QUEZON CITY ANTI-DRUG ABUSE ADVISORY COUNCIL	SUNSCREEN ROLL-UP BLINDS	P 146,085.30	GENERAL FUND	45 CD
17.	QCDDRRMO-23-OESC-1249	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	PROCUREMENT OF INK	P 748,770.00	GENERAL FUND	30 CD

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18.	QCGH-23-OESC-1148	QUEZON CITY GENERAL HOSPITAL	TONER CARTRIDGE AND OTHERS	P 478,790.00	GENERAL FUND	30 CD
19.	QCGH-23-PS2-1146	QUEZON CITY GENERAL HOSPITAL	PRINTING OF PATIENT'S HOSPITAL CARD AND IDENTIFICATION CARD	P 143 ,830.00	GENERAL FUND	30 CD
20.	QCTD-23-CS1-1275	QUEZON CITY TOURISM DEPARTMENT	FOOD AND DRINKS AND OTHERS	P 462,900.00	GENERAL FUND	45 CD
21.	QCU-23-IT-1174	QUEZON CITY UNIVERSITY	CLOUD-BASED COGNITIVE PSYCHOLOGY LABORATORY COURSEWARE	P 963,125.00	GENERAL FUND	30 CD
22.	QCU-23-ITPAP-1104	QUEZON CITY UNIVERSITY	FLASH DRIVE AND OTHERS	P 684,125.96	GENERAL FUND	30 CD
23.	QCU-23-JS2-1139	QUEZON CITY UNIVERSITY	VARIOUS JANITORIAL SUPPLIES	P 532,004.13	GENERAL FUND	30 CD
24.	SDO-23-CS1-1229	SCHOOLS DIVISION OFFICE	FOOD AND DRINKS	P 335, 610.00	SPECIAL EDUCATION FUND	4 MONTHS

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund, Trust Fund and Special Education Find of various years* intends to apply the sums stated above being the ABC to payments under the contract for *the above stated projects of contract for each lot/item*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for various **Projects**. Delivery of the Goods is required *as stated above*. Bidders should have completed, within ***the last 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.
  - a. 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 **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during *weekdays from 8:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Tuesday, August 22, 2023** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

**STANDARD RATES:**

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 million	1,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
  2. Document Request List (DRL)
  3. Authorization to Purchase Bidding Documents
    - 3.1 Corporate Secretary Certificate for corporation (specific for the project)
    - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
  4. Notarized Joint Venture Agreement (as applicable)
6. Bids must be duly received by the BAC Secretariat through manual submission at the 2<sup>nd</sup> Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before **09:00 A.M. of Tuesday, August 29, 2023**. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be on **11:00 A.M. of Tuesday, August 29, 2023** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Topic: BAC-GOODS & SERVICES BIDDING

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3lyU29iZGVlWmdKRjZCdz09>

Meeting ID: 858 5085 5933

Passcode: 118682

9. The *Quezon City Local Government* 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.
10. For further information, please refer to:
- ATTY. DOMINIC B. GARCIA**  
OIC, Procurement Department  
2<sup>nd</sup> Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound  
Elliptical Road, Barangay Central Diliman, Quezon City.  
Email Add: [bacgoods.procurement@quezoncity.gov.ph](mailto:bacgoods.procurement@quezoncity.gov.ph)  
Tel. No. (02)8988-4242 loc. 8506/8710  
Website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)
11. You may visit the following websites:
- For downloading of Bidding Documents: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

  
**MS. MA. MARGARITA T. SANTOS, DPA**  
Chairperson, QC BAC-Goods and Services