



QUEZON CITY GOVERNMENT  
BAC – GOODS AND SERVICES



INVITATION TO BID

October 26, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BPLD-23-VRM-1621	BUSINESS PERMITS AND LICENSING DEPARTMENT	RM - MOTOR VEHICLE (PARTS AND LABOR)	P 255,200.00	GENERAL FUND	15 CD
2.	CAO-23-OE-1437C	CITY ADMINISTRATOR'S OFFICE	OFFICE EQUIPMENT	P 131,827.00	GENERAL FUND	30 CD
3.	CAO-23-OSD-1499B	CITY ADMINISTRATOR'S OFFICE	VARIOUS OFFICE SUPPLIES (MULTICOPY PAPER, STICKY NOTES, AND OTHERS)	P 848,573.40	GENERAL FUND	30 CD
4.	CCSD-23-OE-1650	CITY GENERAL SERVICES DEPARTMENT	CAD PRINTER AND OTHERS	P 647,728.00	GENERAL FUND	30 CD
5.	CLIMATE-23-AVE-0502	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	AUDIO CONFERENCE SOUND SYSTEM AND OTHERS	P 723,397.78	GENERAL FUND	30 CD
6.	HCDRD-23-OESC-0617C	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	INK CARTRIDGES AND TONER	P 362,456.30	GENERAL FUND	15 CD
7.	HRMD-23-SERVICES-1003	HUMAN RESOURCE MANAGEMENT DEPARTMENT	RENTAL OF VENUE	P 871, 689.80	GENERAL FUND	30CD
8.	HRMD-23-OESC-1659	HUMAN RESOURCE MANAGEMENT DEPARTMENT	INK CARTRIDGE AND OTHERS	P 901,460.20	GENERAL FUND	30 CD
9.	MDAD-23-CS1-1651	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	FOOD AND DRINKS	P 249,100.00	GENERAL FUND	15 CD
10.	MDAD-23-OESC-1609B	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	VARIOUS OFFICE SUPPLIES (INK CARTRIDGE AND OTHERS)	P 182,480.00	GENERAL FUND	15 CD
11.	NDH-23-HMES-1639	NOVALICHES DISTRICT HOSPITAL	REPAIR AND MAINTENANCE OF FETAL AND MATERNAL MONITOR	P 360,000.00	GENERAL FUND	30 CD
12.	ASSESSORS-23-OE-1658	OFFICE OF THE CITY ASSESSOR	VARIOUS OFFICE EQUIPMENT (PAPER SHREDDER AND OTHERS)	P 825,564.00	GENERAL FUND	30 CD
13.	CONSO-23-OSD-1686	OFFICE OF THE CITY ASSESSOR	VARIOUS OFFICE SUPPLIES	P 106,963.34	GENERAL FUND	30 CD
14.	OCM-23-VRM-1674	OFFICE OF THE CITY MAYOR	RM - MOTOR VEHICLE (PARTS AND LABOR)	P 709,544.00	GENERAL FUND	1 MONTH
15.	OCM-23-CS1-1678	OFFICE OF THE CITY MAYOR	FOOD AND DRINKS	P 420,000.00	GENERAL FUND	1 MONTH
16.	OCM(PDAO)-23-OESC-1361D	OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)	MASTER ROLL AND INK CARTRIDGE	P 192,330.00	GENERAL FUND	30 CD
17.	OCS-23-OSD-1668	OFFICE OF THE SECRETARY TO THE SANGGUNIAN PANLUNGSOD	VARIOUS OFFICE SUPPLIES	P 396,500.31	GENERAL FUND	15 CD
18.	PAISD-23-VIS2-1515	PUBLIC AFFAIRS AND INFORMATION SERVICES DEPARTMENT	PRODUCTION PACKAGE	P 988,000.00	GENERAL FUND	1 MONTH

19.	PESO-23-GI2-1666	PUBLIC EMPLOYMENT SERVICE OFFICE	VARIOUS GROCERY ITEMS	P 467,500.00	GENERAL FUND	1 MONTH
20.	QCCCD-23-GM-0686C	QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES	KIDS MINI BIKE, WOODEN RAMP RACE TRACK, AND OTHERS	P 391,591.88	GENERAL FUND	30 CD
21.	QCUSD-23-CE1-0238	QUEZON CITY CITIZENS SERVICES DEPARTMENT	ANTENNA METER AND OTHERS	P 895,502.00	GENERAL FUND	30 CD
22.	QCGH-23-MSLI-1645	QUEZON CITY GENERAL HOSPITAL	VARIOUS MEDICAL SUPPLIES	P 573,400.77	GENERAL FUND	15 CD
23.	QCPL-23-BMOP-1654	QUEZON CITY PUBLIC LIBRARY	LIBRARY BOOKS	P 431,610.00	GENERAL FUND	30 CD
24.	QCU-23-PE-1569	QUEZON CITY UNIVERSITY	4K VIDEO CAMCORDER AND OTHERS	P 223,025.00	GENERAL FUND	60 CD
25.	QCU-23-OE-1568	QUEZON CITY UNIVERSITY	MULTIFUNCTION DIGITAL COPIER AND OTHERS	P 303,856.80	GENERAL FUND	30CD
26.	QCU-23-CE1-1573	QUEZON CITY UNIVERSITY	ACTIVE POWERED SPEAKER AND OTHERS	P 891,141.40	GENERAL FUND	60 CD
27.	QCYDO-23-SERVICES-1126D	QUEZON CITY YOUTH DEVELOPMENT OFFICE	RENTAL OF SOUND SYSTEM, LED WALL SCREEN, AND OTHERS	P 382,400.00	GENERAL FUND	45 CD
28.	SDO-23-MSLI-1548B	SCHOOLS DIVISION OFFICE	SURGICAL HEAD CAP AND OTHERS	P 478,750.00	SPECIAL EDUCATION FUND	30 CD
29.	SDO-23-IS2-1616B	SCHOOLS DIVISION OFFICE	PRINTING OF ALS ASSESSMENT TOOLS AND FORMS	P 465,200.00	SPECIAL EDUCATION FUND	30 CD

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund and Special Education Fund 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 **Friday, October 27, 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 **10:00 A.M. of Tuesday, November 07, 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, November 07, 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:



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Margarita Trinidad  
Date: 2023.10.26 15:48:55 +08'00'

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