



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT  
BIDS AND AWARDS COMMITTEE –  
GOODS AND SERVICES



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **PROCUREMENT OF HEARING AIDS FOR THE YEAR 2024 (EARLY PROCUREMENT ACTIVITY)**

**PROJECT NO. OCM(PDAO)-24-MSLI-0101**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





QUEZON CITY GOVERNMENT  
BAC – GOODS AND SERVICES



INVITATION TO BID

November 09, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BPLD-24-OESC-0114	BUSINESS PERMITS AND LICENSING DEPARTMENT	INK AND TONER FOR THE YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 1,750,373.00	GENERAL FUND	30 CD
2.	DSQC-24-SERVICES-0001	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	DISASTER-RELIEF AND CLEAN-UP SUPPORT OPERATIONS PROJECT 2024 (EARLY PROCUREMENT ACTIVITY)	P 49,992,149.60	GENERAL FUND	ONE (1) YEAR
3.	DSQC-24-SERVICES-0002	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	SPECIAL WASTE COLLECTION, TRANSPORTATION, TREATMENT AND DISPOSAL PROJECT 2024 (EARLY PROCUREMENT ACTIVITY)	P 79,956,705.50	GENERAL FUND	ONE (1) YEAR
4.	DSQC-24-SERVICES-0003	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	LINE 1: SOLID WASTE CLEANUP, COLLECTION AND DISPOSAL PROJECT 2024 FOR DISTRICT I (EARLY PROCUREMENT ACTIVITY)	P 354,016,566.00	GENERAL FUND	ONE (1) YEAR
			LINE 2: SOLID WASTE CLEANUP, COLLECTION AND DISPOSAL PROJECT 2024 FOR DISTRICT II (EARLY PROCUREMENT ACTIVITY)	P 266,852,454.96		
			LINE 3: SOLID WASTE CLEANUP, COLLECTION AND DISPOSAL PROJECT 2024 FOR DISTRICT III (EARLY PROCUREMENT ACTIVITY)	P 294,185,703.96		
			LINE 4: SOLID WASTE CLEANUP, COLLECTION AND DISPOSAL PROJECT 2024 FOR DISTRICT IV (EARLY PROCUREMENT ACTIVITY)	P 427,751,265.00		
			LINE 5: SOLID WASTE CLEANUP, COLLECTION AND DISPOSAL PROJECT 2024 FOR DISTRICT V (EARLY PROCUREMENT ACTIVITY)	P 286,751,937.96		
			LINE 6: SOLID WASTE CLEANUP, COLLECTION AND DISPOSAL PROJECT 2024 FOR DISTRICT VI (EARLY PROCUREMENT ACTIVITY)	P 318,581,282.28		
5.	MDAD-24-JS2-0092	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	PEST CONTROL SOLUTION AND OTHERS FOR THE YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 6,057,837.00	GENERAL FUND	30 CD
6.	MDAD-24-FIXTURES-0090	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT - 4TH FLOOR AND 5TH FLOOR FOR THE YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 15,066,263.00	GENERAL FUND	90 CD
7.	CONSO-24-MSLI-0102	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	LINE 1: MEDICAL OXYGEN REFILL AND OTHERS FOR ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 5,820,661.00	GENERAL FUND	ONE (1) YEAR
		NOVALICHES DISTRICT HOSPITAL	LINE 2: MEDICAL OXYGEN REFILL AND OTHERS FOR NOVALICHES DISTRICT HOSPITAL FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 14,404,565.00		
		QUEZON CITY GENERAL HOSPITAL	LINE 3: MEDICAL OXYGEN REFILL AND OTHERS FOR QUEZON CITY GENERAL HOSPITAL FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 24,961,970.00		

8.	CONSO-24-FOODSTUFF-0103	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	LINE 1: SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 11,000,000.00	GENERAL FUND	ONE (1) YEAR
		NOVALICHES DISTRICT HOSPITAL	LINE 2: SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR NOVALICHES DISTRICT HOSPITAL FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 16,015,236.00		
		QUEZON CITY GENERAL HOSPITAL	LINE 3: SUPPLY AND DELIVERY OF FOOD SUPPLIES FOR QUEZON CITY GENERAL HOSPITAL FOR THE YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 24,553,710.60		
9.	OCM-24-CS1-0069	OFFICE OF THE CITY MAYOR	LINE 1: FOOD AND DRINKS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 46,800,000.00	GENERAL FUND	ONE (1) YEAR
			LINE 2: FOOD AND DRINKS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 45,200,000.00		
			LINE 3: FOOD AND DRINKS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 48,300,000.00		
10.	OCM-24-TA-0071	OFFICE OF THE CITY MAYOR	FLORAL WREATH FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 14,337,000.00	GENERAL FUND	ONE (1) YEAR
11.	OCM-24-PS2-0080	OFFICE OF THE CITY MAYOR	HANDBOOK ON DISASTER MANAGEMENT INCLUDING CONCEPTUALIZATION, DESIGN AND PRINTING FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 15,000,000.00	GENERAL FUND	ONE (1) YEAR
12.	OCM-24-SERVICES-0106	OFFICE OF THE CITY MAYOR	LINE 1: RENTAL OF LED PANEL SCREEN AND OTHERS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 33,950,000.00	GENERAL FUND	ONE (1) YEAR
			LINE 2: RENTAL OF LED PANEL SCREEN AND OTHERS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 49,987,500.00		
13.	OCM-24-HLMF-0115	OFFICE OF THE CITY MAYOR	HOTEL ACCOMMODATION AND OTHERS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 1,988,800.00	GENERAL FUND	ONE (1) YEAR
14.	OCM(PDAO)-24-MSLI-0101	OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)	PROCUREMENT OF HEARING AIDS FOR THE YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 2,752,000.00	GENERAL FUND	30 CD
15.	OCM(QMC)-24-GRMS-0021	OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)	PREVENTIVE MAINTENANCE SERVICE OF QUEZON CITY MUSICAL DANCING FOUNTAIN FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 2,400,000.00	GENERAL FUND	ONE (1) YEAR
16.	SDO-24-JS1-0057	SCHOOLS DIVISION OFFICE	JANITORIAL SERVICES FOR QUEZON CITY PUBLIC SCHOOLS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 122,417,225.32	SPECIAL EDUCATION FUND	ONE (1) YEAR
17.	SDO-24-SS1-0059	SCHOOLS DIVISION OFFICE	SECURITY SERVICES FOR QUEZON CITY PUBLIC SCHOOLS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 247,232,843.88	SPECIAL EDUCATION FUND	ONE (1) YEAR

- The **QUEZON CITY LOCAL GOVERNMENT**, through the *General 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.
- 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.
- 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 **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, November 10, 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
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

- PhilGEPS Registration Certificate (Platinum – 3 pages)
  - Document Request List (DRL)
  - Authorization to Purchase Bidding Documents
    - Corporate Secretary Certificate for corporation (specific for the project)
    - Special Power of Attorney for single proprietorship (specific for the project)
  - Notarized Joint Venture Agreement (as applicable)
6. The **Quezon City Local Government** will hold a Pre-Bid Conference on 09:00 A.M. of **Friday, November 17, 2023** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.
- Topic: BAC-GOODS Pre-Bid Conference Meeting  
Join Zoom Meeting  
<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWd1dXk1QT09>
- Meeting ID: 848 3500 2246  
Passcode: 154733
7. 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 Friday, December 01, 2023**. 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 **11:00 A.M. of Friday, December 01, 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
10. 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.
11. 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)
12. You may visit the following websites:
- For downloading of Bidding Documents: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

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





