



QUEZON CITY GOVERNMENT  
BAC – GOODS AND SERVICES



INVITATION TO BID

November 23, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CAO-24-SERVICES-0095B	CITY ADMINISTRATOR'S OFFICE	SUPPLY, DELIVERY, TESTING AND COMMISSIONING OF 2024 ONLINE TRANSIT INFORMATION PUBLISHING SERVICE SUBSCRIPTION FOR QUEZON CITY BUS AUGMENTATION PROGRAM "Q CITY BUS" FOR THE YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 850,000.00	GENERAL FUND	30 CD
2.	CCRD-24-PS2-0064B	CITY CIVIL REGISTRY DEPARTMENT	PRINTING OF CUSTOMIZED DOCUMENTARY ENVELOPES FOR QC AUTOMATED DOCUMENT DELIVERY SYSTEM FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 600,000.00	GENERAL FUND	30 CD
3.	CGSD-24-SERVICES-0084B	CITY GENERAL SERVICES DEPARTMENT	OPERATION AND MONTHLY PREVENTIVE MAINTENANCE SERVICE OF THE QUEZON CITY HALL LAGOON FOUNTAIN FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 580,800.00	GENERAL FUND	1 YEAR
4.	ITDD(QCCCD)-24-SERVICES-0033B	INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT (QCCCD)	INTERNET SUBSCRIPTION WITH TELEPHONE UNIT FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 120,000.00	GENERAL FUND	30 CD
5.	QCPL-24-SERVICES-0023B	QUEZON CITY PUBLIC LIBRARY	SUBSCRIPTION TO ONLINE LAW BOOKS FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)	P 700,000.00	GENERAL FUND	30 CD

1. 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.
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, November 24, 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;

- 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. 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 **08:30 A.M. of Friday, December 01, 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 **09:30 A.M. of Friday, December 01, 2023** 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=R2dZUUUp4Z3IyU29iZGVlWmdKRjZCdz09>

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