



Republika ng Pilipinas  
Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES  
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City  
8988-4242 local 8712 / 8710 / 8709  
[Procurement@quezoncity.gov.ph](mailto:Procurement@quezoncity.gov.ph)



INVITATION TO BID

July 23, 2024

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BCRD-24-GARMENTS-1208	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	T-SHIRTS FOR 29TH QUEZON CITY BARANGAY DAY CELEBRATION	P 9,000,000.00	GENERAL FUND	3 MONTHS
2.	BCRD-24-TA-1241	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	PLAQUES FOR 29TH QUEZON CITY BARANGAY DAY CELEBRATION	P 2,815,000.00	GENERAL FUND	3 MONTHS
3.	DBO-24-OSD-1099	DEPARTMENT OF THE BUILDING OFFICIAL	VARIOUS OFFICE SUPPLIES AND OTHERS	P 9,873,570.00	TRUST FUND	60 CD
4.	HEALTH-24-MSLI-1069	QUEZON CITY HEALTH DEPARTMENT	VARIOUS MEDICAL SUPPLIES (HIV SCREENING KIT AND OTHERS)	P 20,805,956.54	GENERAL FUND	45 CD
5.	OCM-24-PCP1-1193	OFFICE OF THE CITY MAYOR	HYGIENE KIT	P 11,999,580.00	GENERAL FUND	30 CD
6.	QCRRMO-24-FFRSE-1143	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	RESCUE SAFETY CUSHION	P 5,800,000.00	GENERAL FUND	60 CD
7.	QCU-24-HCS-1116	QUEZON CITY UNIVERSITY	VARIOUS HARDWARE AND CONSTRUCTION SUPPLIES	P 1,607,997.25	TRUST FUND	60 CD
8.	QCU-24-LSE-1020	QUEZON CITY UNIVERSITY	VARIOUS SUPPLIES AND EQUIPMENT FOR PHYSICS AND CHEMISTRY LABORATORY OF THE QUEZON CITY UNIVERSITY	P 4,032,020.00	TRUST FUND	45 CD
9.	SSDD-24-EMS-1232	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	VARIOUS SCHOOL SUPPLIES FOR DAYCARE	P 36,203,721.00	GENERAL FUND	3 MONTHS
10.	SSDD-24-FOODSTUFF-1235	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	VARIOUS FOOD SUPPLIES FOR DAYCARE	P 30,653,941.66	GENERAL FUND	3 MONTHS
11.	SSDD-24-PS2-1234	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	PRINTING OF ECCD CURRICULUM, WORKSHEET AND OTHERS	P 5,865,132.00	GENERAL FUND	3 MONTHS
12.	SSDD-24-GARMENTS-1233	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	SCHOOL UNIFORM FOR DAYCARE	P 38,505,210.00	GENERAL FUND	3 MONTHS

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund and Trust 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 7:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Friday, July 26, 2024** 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;
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. The **Quezon City Local Government** will hold a Pre-Bid Conference on **9:00 A.M. of Friday, August 2, 2024** 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=OVRuVE0weXZMNXYwZG5LaWdlbXk1QT09>
- 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, August 16, 2024**. 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, August 16, 2024** 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:

  
MS. MA. MARGARITA S. MEJIA, DPA  
Chairperson, QC-BAC Goods and Services