



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**

September 09, 2024

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BPLD-24-SERVICES-1417	BUSINESS PERMITS AND LICENSING DEPARTMENT	QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD) BEVERAGE SERVICE	P 966,400.00	GENERAL FUND	3 MONTHS
2.	DPOS-24-MF-1400	DEPARTMENT OF PUBLIC ORDER AND SAFETY	DRY CONTAINER VAN AND ALUMINUM LADDER	P 100,358.00	GENERAL FUND	30 CD
3.	HCDRD-24-OE-1354	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	PHOTOCOPYING MACHINE	P 136,500.00	GENERAL FUND	30 CD
4.	LIGA-24-HLMF-1371	LIGA NG MGA BARANGAY	HOTEL ACCOMMODATION AND OTHERS	P 450,000.00	GENERAL FUND	3 MONTHS
5.	MTC-24-OESC-1351	METROPOLITAN TRIAL COURT (JUDICIARY)	MASTER ROLL AND OTHERS	P 140,920.00	GENERAL FUND	30 CD
6.	NDH-24-OESC-1059	NOVALICHES DISTRICT HOSPITAL	INK CARTRIDGE AND OTHERS	P 269,6550.00	GENERAL FUND	30 CD
7.	OCM(GAD)-24-CS1-1409	OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	FOOD AND DRINKS, AND OTHERS	P 316,800.00	GENERAL FUND	3 MONTHS
8.	OCM(GAD)-24-GRMS-0231B	OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	RM-PHOTOCOPIER MACHINE	P 99,184.50	GENERAL FUND	30 CD
9.	OCM(GAD)-24-HLMF-1408	OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	HOTEL ACCOMMODATION WITH FOOD AND DRINKS, AND OTHERS	P 769,995.00	GENERAL FUND	3 MONTHS
10.	PAISD-24-VPS2-0295	PUBLIC AFFAIRS AND INFORMATION SERVICES DEPARTMENT	PRODUCTION OF CHRISTMAS VIDEO	P 997,680.00	GENERAL FUND	3 MONTHS
11.	PDAD-24-OESC-0329	PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT	TONER CARTRIDGE AND OTHERS	P 460,184.50	GENERAL FUND	30 CD
12.	PESO-24-PS2-1374	PUBLIC EMPLOYMENT SERVICE OFFICE	BOOKLET AND OTHERS	P 690,225.00	GENERAL FUND	3 MONTHS
13.	SSDD-24-FOODSTUFF-1343	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LOOT BAGS AND OTHERS FOR KIDDIELYPICS	P 720,210.50	GENERAL FUND	3 MONTHS

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 7:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Tuesday, September 10, 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

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, September 17, 2024**. 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, September 17, 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=R2dZUUp4Z3lyU29iZGV1WmdKRjZCdz09>

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 S. MEJIA, DPA**  
Chairperson, QC BAC-Goods and Services