



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 30, 2024

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BUDGET-24-OE-1455	CITY BUDGET DEPARTMENT	DIGITAL DUPLICATOR AND DIGITAL COPIER	P 532,000.00	GENERAL FUND	30 CD
2.	CAO(ZAU)-24-OE-1528	CITY ADMINISTRATOR'S OFFICE (ZONING ADMINISTRATION UNIT)	PAPER SHREDDER	P 62,387.00	GENERAL FUND	30 CD
3.	CAO-24-OE-1166B	CITY ADMINISTRATOR'S OFFICE	VARIOUS OFFICE EQUIPMENT (PAPER SHREDDER AND OTHERS)	P 124,163.00	GENERAL FUND	30 CD
4.	CAO-24-OSD-1550	CITY ADMINISTRATOR'S OFFICE	OFFICE SUPPLIES AND OTHERS	P 397,826.92	GENERAL FUND	30 CD
5.	CGSD-24-GRMS-1237B	CITY GENERAL SERVICES DEPARTMENT	REPLACEMENT OF CONDENSATE DRAIN PUMPS OF AIR CONDITIONING UNITS IN VARIOUS LOCATIONS WITHIN THE QUEZON CITY HALL COMPOUND	P 716,788.00	GENERAL FUND	1 MONTH
6.	DBO-24-VRM-1184B	DEPARTMENT OF THE BUILDING OFFICIAL	RM-MOTOR VEHICLES (PARTS AND LABOR)	P 844,566.59	TRUST FUND	30 CD
7.	DSQC-24-OESC-1392B	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	DRUM CARTRIDGE AND TONER CARTRIDGE	P 149,999.95	GENERAL FUND	30 CD
8.	HEALTH-24-OSD-1056	QUEZON CITY HEALTH DEPARTMENT	VARIOUS OFFICE SUPPLIES (CALCULATOR AND OTHERS)	P 426,479.25	GENERAL FUND	30 CD
9.	ITDD-24-OE-1565	INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT	DOCUMENT SCANNER AND OTHERS	P 143,026.79	GENERAL FUND	30 CD
10.	LEIPO-24-EM-1385B	LOCAL ECONOMIC INVESTMENT PROMOTIONS PROGRAM	EVENTS MANAGEMENT FOR THE QUEZON CITY INVESTMENT PROMOTIONS PROGRAM	P 831,285.00	GENERAL FUND	1 MONTH
11.	MDAD-24-GM-1486B	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	PROTECTIVE GOGGLES AND OTHERS	P 151,081.00	GENERAL FUND	30 CD
12.	PDAD-24-APP-1185	PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT	TELEVISION, REFRIGERATOR, AND OTHERS	P 598,273.39	GENERAL FUND	60 CD
13.	QCCAC-24-APP-1355B	QUEZON CITY COMPETENCY ASSESSMENT CENTER	SMART TELEVISION, REFRIGERATOR AND OTHERS	P 812,193.70	GENERAL FUND	30 CD
14.	QCCAC-24-CS1-1338B	QUEZON CITY COMPETENCY ASSESSMENT CENTER	FOOD AND DRINKS	P 264,320.66	GENERAL FUND	1 MONTH
15.	QCPL-24-EMS-1373B	QUEZON CITY PUBLIC LIBRARY	EDUCATIONAL BOARD GAMES AND TOYS	P 251,789.00	GENERAL FUND	30 CD
16.	QCTD-24-GRMS-1539	QUEZON CITY TOURISM DEPARTMENT	RM-MUSICAL INSTRUMENTS	P 100,000.00	GENERAL FUND	30 CD
17.	QCU-24-AMS-1489	QUEZON CITY UNIVERSITY	REPAIR OF AIRCONDITIONING UNITS AT QCU AUDITORIUM	P 35,100.00	GENERAL FUND	15 CD

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
18.	QCU-24-APP-1342B	QUEZON CITY UNIVERSITY	COFFEE PERCOLATOR AND WATER DISPENSER	P 54,270.00	GENERAL FUND	30 CD
19.	QCU-24-GM-1606	QUEZON CITY UNIVERSITY	VARIOUS SUPPLIES FOR THE SIGNAGES OF THE QUEZON CITY UNIVERSITY	P 249,112.00	TRUST FUND	30 CD
20.	QCU-24-OESC-1424	QUEZON CITY UNIVERSITY	TONER CARTRIDGE AND OTHERS	P 824,782.00	GENERAL FUND	30 CD
21.	SSDD-24-CG-1345	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	MEMORABILIA (TOTE BAG WITH CONTENT)	P 859,500.00	GENERAL FUND	2 MONTHS
22.	TTMD-24-SOP-1465	TRAFFIC AND TRANSPORT MANAGEMENT DEPARTMENT	FLASHLIGHT AND GALA UNIFORM	P 340,000.00	GENERAL FUND	1 MONTH

- 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.
- 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.
- 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.*
- A complete set of Bidding Documents may be acquired by interested Bidders on **Tuesday, October 01, 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;

- 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 **10:00 A.M. of Tuesday, October 08, 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, October 08, 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=R2dZUUp4Z3lyU29iZGV1WmdKRjZCd09>
- 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