



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

October 17, 2024

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	ACCOUNTING-24-FIXTURES-1469	CITY ACCOUNTING DEPARTMENT	SUPPLY AND INSTALLATION OF ADDITIONAL MODULAR PARTITIONS INCLUDING FURNITURE UNDER CITY ACCOUNTING DEPARTMENT (3RD AND 4TH FLOOR)	P 939,922.00	GENERAL FUND	30 CD
2.	CAO(TFS)-24-GRMS-1322B	CITY ADMINISTRATOR'S OFFICE (TASK FORCE STREETLIGHTS)	REPAIR AND MAINTENANCE OF HEAVY EQUIPMENT	P 166,740.00	GENERAL FUND	30 CD
3.	CAO(ZAU)-24-OE-1528B	CITY ADMINISTRATOR'S OFFICE (ZONING ADMINISTRATION UNIT)	PAPER SHREDDER	P 62,387.00	GENERAL FUND	30 CD
4.	CAO-24-OE-1166C	CITY ADMINISTRATOR'S OFFICE	VARIOUS OFFICE EQUIPMENT (PAPER SHREDDER AND OTHERS)	P 124,163.00	GENERAL FUND	30 CD
5.	CGSD-24-OSD-1505B	CITY GENERAL SERVICES DEPARTMENT	OFFICE FOLDER AND TONER	P 534,375.00	GENERAL FUND	30 CD
6.	DPOS-24-SERVICES-1380	DEPARTMENT OF PUBLIC ORDER AND SAFETY	RENTAL OF MONOBLOC CHAIR AND OTHERS	P 192,764.00	GENERAL FUND	1 MONTH
7.	HEALTH-24-HMES-1640B	QUEZON CITY HEALTH DEPARTMENT	REPAIR AND MAINTENANCE OF 4 MAIN CHILLER UNITS AND 4 ANTEROOM CHILLER UNITS	P 595,712.32	GENERAL FUND	30 CD
8.	HEALTH-24-OSD-1056B	QUEZON CITY HEALTH DEPARTMENT	VARIOUS OFFICE SUPPLIES (CALCULATOR AND OTHERS)	P 426,479.25	GENERAL FUND	30 CD
9.	ITDD-24-OE-1565B	INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT	DOCUMENT SCANNER AND OTHERS	P 143,026.79	GENERAL FUND	30 CD
10.	MDAD-24-MF-0481C	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	WEIGHING SCALE AND FRAME/POSTS	P 564,200.00	GENERAL FUND	30 CD
11.	MDAD-24-OESC-0846C	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	INK AND OTHERS	P 319,887.00	GENERAL FUND	30 CD
12.	MDAD-24-GM-1486C	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	PROTECTIVE GOGGLES AND OTHERS	P 151,081.00	GENERAL FUND	30 CD
13.	NDH-24-APP-1396	NOVALICHES DISTRICT HOSPITAL	EXHAUST FAN AND OTHERS	P 959,745.66	GENERAL FUND	60 CD
14.	OCM(GAD)-24-OSD-1534	OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	VARIOUS OFFICE SUPPLIES	P 420,082.70	GENERAL FUND	30 CD
15.	OCM(PDAO)-24-MSLI-0689B	OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)	PROSTHESIS, ORTHOSIS, AND OTHERS	P 904,176.20	GENERAL FUND	1 MONTH
16.	OCM-24-HCS-1677	OFFICE OF THE CITY MAYOR	GARDENING TOOL SET	P 900,000.00	GENERAL FUND	30 CD
17.	PDAD-24-API-0334	PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT	GARDEN SOIL, COMPLETE FERTILIZER, AND OTHERS	P 152,746.00	GENERAL FUND	1 MONTH
18.	PESO-24-HLMF-1666	PUBLIC EMPLOYMENT SERVICE OFFICE	VENUE WITH FOOD AND DRINKS	P 352,000.00	GENERAL FUND	1 MONTH

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
19.	QCCAC-24-OE-1340B	QUEZON CITY COMPETENCY ASSESSMENT CENTER	PAPER SHREDDER AND OTHERS	P 459,233.00	GENERAL FUND	30 CD
20.	QCDRRMO-24-AAS2-1588	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	AIRCONDITIONING UNITS	P 820,588.00	GENERAL FUND	1 MONTH
21.	QCDRRMO-24-FOODSTUFF-1672	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	FOOD SUPPLIES AND OTHERS	P 126,275.00	GENERAL FUND	1 MONTH
22.	QCDRRMO-24-FURNITURE-1590	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	SOFA SET AND OTHERS	P 396,943.00	GENERAL FUND	30 CD
23.	QCDRRMO-24-MF-1652	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	BOAT TRAILER	P 851,274.00	GENERAL FUND	30 CD
24.	QCDRRMO-24-OE-1580	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	DRONE AND LAPTOP	P 172,616.00	GENERAL FUND	30 CD
25.	QCDRRMO-24-OESC-1570	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	TONER CARTRIDGE AND OTHERS	P 530,000.00	GENERAL FUND	30 CD
26.	QCDRRMO-24-PS2-1650	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	REPRODUCTION OF UPDATED PLANNING MANUAL	P 999,600.00	GENERAL FUND	1 MONTH
27.	QCDTRC(TAHANAN)-24-OE-1612	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	ALL-IN-ONE DESKTOP COMPUTER	P 348,504.00	GENERAL FUND	30 CD
28.	QCGH-24-AVE-1575	QUEZON CITY GENERAL HOSPITAL	AUDIO PORTABLE TROLLEY BLUETOOTH SPEAKER AND OTHERS	P 107,920.00	GENERAL FUND	30 CD
29.	QCGH-24-CCP-1500C	QUEZON CITY GENERAL HOSPITAL	FREON GAS AND OTHERS	P 385,605.00	GENERAL FUND	30 CD
30.	QCSBCDPO-24-OE-1586	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE	PHOTOCOPIER MACHINE AND OTHERS	P 703,224.04	GENERAL FUND	30 CD
31.	QCTD-24-GRMS-1539B	QUEZON CITY TOURISM DEPARTMENT	RM-MUSICAL INSTRUMENTS	P 100,000.00	GENERAL FUND	30 CD
32.	CONSO-24-SERVICES-1468B	QUEZON CITY UNIVERSITY	LINE 2: CLOUD-BASED COGNITIVE PSYCHOLOGY LABORATORY COURSEWARE	P 963,125.00	GENERAL FUND	30 CD
33.	QCU-24-AMS-1307B	QUEZON CITY UNIVERSITY	REPAIR OF QCU AIRCONDITIONING UNITS AT ADMIN BUILDING - HRMD OFFICE (PARTS AND LABOR)	P 298,700.00	GENERAL FUND	30 CD
34.	QCU-24-AVE-1608	QUEZON CITY UNIVERSITY	SUPPLY AND INSTALLATION OF OUTDOOR LED DISPLAY	P 530,000.00	TRUST FUND	60 CD
35.	QCU-24-GM-1606B	QUEZON CITY UNIVERSITY	ACRYLIC ROOM SIGNAGE AND OTHERS	P 218,136.00	TRUST FUND	30 CD
36.	QCU-24-SERVICES-1427	QUEZON CITY UNIVERSITY	SUBSCRIPTION TO OFFICE 365 (A3)	P 975,000.00	TRUST FUND	15 CD
37.	QCU-24-SERVICES-1433B	QUEZON CITY UNIVERSITY	SUBSCRIPTION TO PREMIUM STATISTICAL SOFTWARE PACKAGE FOR THE RESEARCH, EXTENSION, PLANNING, AND LINKAGES - RESEARCH MANAGEMENT OFFICE OF QUEZON CITY UNIVERSITY	P 948,276.00	GENERAL FUND	30 CD
38.	SDO-24-CE1-1270B	SCHOOLS DIVISION OFFICE	VARIOUS COMMUNICATION EQUIPMENT AND OTHERS	P 579,725.00	SPECIAL EDUCATION FUND	30 CD
39.	SDO-24-MI-1272B	SCHOOLS DIVISION OFFICE	KEYBOARD WITH SOFT CASE AND STAND	P 636,000.00	SPECIAL EDUCATION FUND	30 CD
40.	SSDD-24-FFRSE-1634	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	FIRE EXTINGUISHER (REFILL)	P 386,672.00	GENERAL FUND	1 MONTH
41.	SSDD-24-GM-1258	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	ECO BAG AND VEST	P 601,924.00	GENERAL FUND	30 CD
42.	SSDD-24-GM-1260	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	VARIOUS TRAINING SUPPLIES AND OTHERS	P 97,404.11	GENERAL FUND	1 MONTH



43.	TTMD-24-SOP-1465B	TRAFFIC AND TRANSPORT MANAGEMENT DEPARTMENT	FLASHLIGHT AND GALA UNIFORM	P 340,000.00	GENERAL FUND	1 MONTH
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1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund, Special Education 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, October 18, 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 Friday, October 25, 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 Friday, October 25, 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
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