



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

November 04, 2024

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CAO(TFS)-24-GRMS-1322C	CITY ADMINISTRATOR'S OFFICE (TASK FORCE STREETLIGHTS)	REPAIR AND MAINTENANCE OF HEAVY EQUIPMENT	166,740.00	GENERAL FUND	30 CD
2.	CLIMATE-24-PS2-1730	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	PRINTING OF LETTERHEAD	146,999.39	GENERAL FUND	1 MONTH
3.	CLIMATE-24-HCS-1709	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	PLAIN ROUND BAR AND OTHERS	370,500.00	GENERAL FUND	1 MONTH
4.	CIA-24-OEPA-1746	COMMITTEE ON INTERNAL ACCOUNTS	DRUM, DEVELOPING UNIT AND OTHERS	202,500.00	GENERAL FUND	1 MONTH
5.	CGSD-24-VRM-1470	CITY GENERAL SERVICES DEPARTMENT	RM - ELECTRIC TRICYCLE (PARTS AND LABOR)	829,507.70	GENERAL FUND	1 MONTH
6.	ENGINEERING-24-SA-1451	DEPARTMENT OF ENGINEERING	VARIOUS STAINLESS STEEL LETTERING	552,640.00	GENERAL FUND	30 CD
7.	OCM-24-HCS-1645	OFFICE OF THE CITY MAYOR	VARIOUS HARDWARE AND SUPPLIES	698,955.48	GENERAL FUND	30 CD
8.	OCM(PDAO)-24-MSLI-0689C	OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)	PROSTHESIS, ORTHOSIS, AND OTHERS	904,176.20	GENERAL FUND	1 MONTH
9.	OCM(POPS)-24-OE-1659	OFFICE OF THE CITY MAYOR - POPS PLAN	LAPTOP AND OTHERS	955,500.00	GENERAL FUND	30 CD
10.	QCSBCDPO-24-MF-1710	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND	MOBILE FOOD CART WITH BIKE	990,000.00	GENERAL FUND	30 CD
11.	QCRRMO-24-MSLI-1563	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	VARIOUS MEDICAL SUPPLIES	999,250.00	GENERAL FUND	1 MONTH
12.	HEALTH-24-HLMF-1711	QUEZON CITY HEALTH DEPARTMENT	HOTEL ACCOMMODATION WITH FOOD AND DRINKS AND OTHERS	297,000.00	TRUST FUND	30 CD
13.	HEALTH-24-OSD-1707	QUEZON CITY HEALTH DEPARTMENT	BOND PAPER	558,720.00	GENERAL FUND	30 CD
14.	HEALTH-24-OESC-1636	QUEZON CITY HEALTH DEPARTMENT	INK	725,090.00	GENERAL FUND	30 CD

15.	QCDTRC(TAHANAN)-24-HLMF-1706	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	VENUE ACCOMMODATION WITH FOOD AND DRINKS AND OTHERS	225,000.00	GENERAL FUND	1 MONTH
16.	QCTD-24-GARMENTS-1460B	QUEZON CITY TOURISM DEPARTMENT	CUSTOMIZED BARONG	350,000.00	GENERAL FUND	30 CD
17.	QCTD-24-GRMS-1539C	QUEZON CITY TOURISM DEPARTMENT	RM-MUSICAL INSTRUMENTS	100,000.00	GENERAL FUND	30 CD
18.	QCU-24-IT-1629	QUEZON CITY UNIVERSITY	CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) SOFTWARE FOR BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING STUDENTS OF THE QUEZON CITY UNIVERSITY	396,000.00	TRUST FUND	30 CD
19.	QCU-24-NEWSPAPERS-1630	QUEZON CITY UNIVERSITY	SUPPLY AND DELIVERY OF VARIOUS NEWSPAPERS	925,776.00	TRUST FUND	12 MONTHS
20.	QCU-24-SERVICES-1655	QUEZON CITY UNIVERSITY	PERSONAL ACCIDENT INSURANCE PLAN FOR THE STUDENTS OF THE QUEZON CITY UNIVERSITY	440,000.00	TRUST FUND	15 CD
21.	QCYDO-24-OEPA-1555	QUEZON CITY YOUTH DEVELOPMENT OFFICE	RM-PHOTOCOPIER (SPARE PARTS) AND OTHERS	441,225.50	GENERAL FUND	30 CD
22.	SDO-24-CE1-1270C	SCHOOLS DIVISION OFFICE	VARIOUS COMMUNICATION EQUIPMENT AND OTHERS	579,725.00	SPECIAL EDUCATION FUND	30 CD
23.	SDO-24-MI-1272C	SCHOOLS DIVISION OFFICE	KEYBOARD WITH SOFT CASE AND STAND	636,000.00	SPECIAL EDUCATION FUND	30 CD

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 **Tuesday, November 05, 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, November 12, 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, November 12, 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