



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



MARCH 28, 2025

INVITATION TO BID

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BPLD-25-VPS2-0370	BUSINESS PERMITS AND LICENSING DEPARTMENT	CONCEPTUALIZATION AND PRODUCTION WITH VIDEO CAMPAIGN SHOWCASING THE BUSINESS PERMITS AND LICENSING DEPARTMENT'S (BPLD) DIGITAL INNOVATIONS, PROGRAMS, AND ACHIEVEMENTS TO ENHANCE EASE OF DOING BUSINESS IN QUEZON CITY	500,000.00	GENERAL FUND	7 MONTHS
2.	BUDGET-25-SERVICES-0417	CITY BUDGET DEPARTMENT	PLASTIC LAMINATION OF BOOK COVER	81,000.00	GENERAL FUND	7 MONTHS
3.	CPO-25-CE1-0281	CITY PROSECUTOR'S OFFICE	SOUND SYSTEM	161,989.10	GENERAL FUND	60 CD
4.	ENGINEERING-25-CE2-0466	DEPARTMENT OF ENGINEERING	DIE SHOE AND OTHERS	224,003.30	GENERAL FUND	45 CD
5.	ENGINEERING-25-ITPAP-0435	DEPARTMENT OF ENGINEERING	EXTERNAL HARD DRIVE AND OTHERS	829,792.82	GENERAL FUND	45 CD
6.	GADCO-25-OE-0382	GENDER AND DEVELOPMENT COUNCIL OFFICE	PAPER SHREDDER, WIRELESS SPEAKER, AND OTHERS	271,349.80	GENERAL FUND	30 CD
7.	HEALTH-25-HLMF-0432	QUEZON CITY HEALTH DEPARTMENT	HOTEL ACCOMMODATION WITH FOOD, DRINKS, AND OTHERS	297,000.00	TRUST FUND	7 MONTHS
8.	HEALTH-25-OSD-0242	QUEZON CITY HEALTH DEPARTMENT	VARIOUS OFFICE SUPPLIES (NOTEBOOK, BOND PAPER, AND OTHERS)	99,447.00	GENERAL FUND	30 CD
9.	LEDIPO-25-OE-0426	LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE	PHOTOCOPIER MACHINE AND OTHERS	484,570.00	GENERAL FUND	30 CD
10.	OCM(ENGINEERING)-25-HCS-0492	OFFICE OF THE CITY MAYOR (DEPARTMENT OF ENGINEERING)	VARIOUS HARDWARE SUPPLIES	770,605.65	GENERAL FUND	30 CD
11.	PESO-25-SERVICES-0422B	PUBLIC EMPLOYMENT SERVICE OFFICE	RENTAL OF TABLES WITH FLOOR LENGTH CLOTH AND OTHERS	508,143.00	GENERAL FUND	7 MONTHS
12.	QCDTRC(TAHANAN)-25-CS1-0381B	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	FOOD AND DRINKS	460,200.00	GENERAL FUND	7 MONTHS
13.	QCDTRC(TAHANAN)-25-OESC-0357	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	INK, TONER AND OTHERS	173,039.00	GENERAL FUND	30 CD
14.	QCDTRC(TAHANAN)-25-OSD-0358B	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	VARIOUS OFFICE SUPPLIES AND OTHERS	220,573.00	GENERAL FUND	30 CD
15.	QCDTRC(TAHANAN)-25-PCP1-0373	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	TOOTHPASTE, BATHROOM SOAP AND OTHERS	200,913.00	GENERAL FUND	30 CD

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16.	QCDTRC(TAHANAN)-25-PS2-0443	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	PRINTING OF FLYERS AND TARPAULIN	102,907.00	GENERAL FUND	7 MONTHS
17.	QCPL-25-IT-0442	QUEZON CITY PUBLIC LIBRARY	SOFTWARE LICENSE AND OTHERS	327,000.00	GENERAL FUND	30 CD
18.	QCTD-25-CE1-0477	QUEZON CITY TOURISM DEPARTMENT	VARIOUS COMMUNICATION EQUIPMENT	272,416.50	GENERAL FUND	30 CD
19.	QCTD-25-OSD-0347	QUEZON CITY TOURISM DEPARTMENT	VARIOUS OFFICE SUPPLIES	975,173.76	GENERAL FUND	30 CD

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 8:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Monday, March 31, 2025** 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 2nd Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before **10:00A.M. of Tuesday, April 08, 2025**. 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 **11:00A.M. of Tuesday, April 08, 2025** 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=R2dZUUp4Z3lyU29iZGVlWmdKRjZCd09>
- 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
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound
Elliptical Road, Barangay Central Diliman, Quezon City.
Email Add: bacgoods.procurement@quezoncity.gov.ph
Tel. No. (02)8988-4242 loc. 8506/8710
Website: www.quezoncity.gov.ph
11. You may visit the following websites:
- For downloading of Bidding Documents: www.quezoncity.gov.ph

By:


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