



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 07, 2025

INVITATION TO BID

| NO. | PROJECT NO. | OFFICE | PROJECT NAME | AMOUNT | SOURCE OF FUND | DELIVERY PERIOD |
|-----|-------------------------|--|---|------------|----------------|-----------------|
| 1. | CCRD-25-OE-0227 | CITY CIVIL REGISTRY DEPARTMENT | DIGITAL DUPLICATING MACHINE | 890,000.00 | GENERAL FUND | 30 CD |
| 2. | CGSD-25-API-0296B | CITY GENERAL SERVICES DEPARTMENT | VARIOUS AGRICULTURAL PRODUCTS (FERTILIZER, PLANTS AND OTHERS) | 188,300.00 | GENERAL FUND | 8 MONTHS |
| 3. | CGSD-25-CE1-0297 | CITY GENERAL SERVICES DEPARTMENT | MICROPHONE AND OTHERS | 650,482.70 | GENERAL FUND | 30 CD |
| 4. | DPOS-25-OESC-0337 | DEPARTMENT OF PUBLIC ORDER AND SAFETY | INK CARTRIDGES AND OTHERS | 805,466.98 | GENERAL FUND | 30 CD |
| 5. | GADCO-25-GM-0411 | GENDER AND DEVELOPMENT COUNCIL OFFICE | EXTERNAL HARD DRIVE, PAPER CUP, AND OTHERS | 138,837.70 | GENERAL FUND | 30 CD |
| 6. | GADCO-25-SERVICES-0371B | GENDER AND DEVELOPMENT COUNCIL OFFICE | WEBSITE MAINTENANCE, CLOUD SERVER MAINTENANCE, SUBSCRIPTION, AND SUPPORT FOR THE QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED MANAGEMENT INFORMATION SYSTEM | 900,000.00 | GENERAL FUND | 8 MONTHS |
| 7. | HCDRD-25-OE-0282B | HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT | PROJECTOR LIFT AND OTHERS | 104,017.00 | GENERAL FUND | 30 CD |
| 8. | HEALTH-25-OE-0420 | QUEZON CITY HEALTH DEPARTMENT | PRINTER AND DESKTOP COMPUTER SET | 300,000.00 | TRUST FUND | 30 CD |
| 9. | HRMD-25-GM-0324B | HUMAN RESOURCE MANAGEMENT DEPARTMENT | CERTIFICATE HOLDER, LAID PAPER AND OTHERS | 999,465.00 | GENERAL FUND | 30 CD |
| 10. | OVM-25-VRM-0249 | OFFICE OF THE VICE MAYOR | RM - MOTOR VEHICLES (PARTS AND LABOR) | 406,849.00 | GENERAL FUND | 30 CD |
| 11. | PDAO-25-OSD-0279B | QUEZON CITY PERSONS WITH DISABILITY AFFAIRS OFFICE | VARIOUS OFFICE SUPPLIES AND OTHERS | 173,862.00 | GENERAL FUND | 8 MONTHS |
| 12. | PESO-25-CG-0480 | PUBLIC EMPLOYMENT SERVICE OFFICE | GIFT PACKS AND OTHERS | 566,925.00 | GENERAL FUND | 8 MONTHS |
| 13. | PESO-25-GI2-0472 | PUBLIC EMPLOYMENT SERVICE OFFICE | GROCERY PACKS | 164,750.00 | GENERAL FUND | 8 MONTHS |
| 14. | PESO-25-HLMF-0423 | PUBLIC EMPLOYMENT SERVICE OFFICE | HOTEL ACCOMMODATION WITH FOOD AND DRINKS | 396,000.00 | GENERAL FUND | 8 MONTHS |
| 15. | PESO-25-SERVICES-0422 | PUBLIC EMPLOYMENT SERVICE OFFICE | RENTAL OF TABLES WITH FLOOR LENGTH CLOTH AND OTHERS | 508,143.00 | GENERAL FUND | 8 MONTHS |
| 16. | PESO-25-SERVICES-0455 | PUBLIC EMPLOYMENT SERVICE OFFICE | STAGE DESIGN AND VENUE ARRANGEMENT WITH LED AND OTHERS | 500,000.00 | GENERAL FUND | 8 MONTHS |
| 17. | QCADAC-25-TA-0307B | QUEZON CITY ANTI-DRUG ABUSE COUNCIL | SOUVENIR ITEMS AND PLAQUE | 902,000.00 | GENERAL FUND | 90 CD |
| 18. | QCRRMO-25-IT-0416 | QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE | SERVICE LICENSE SUBSCRIPTION ON THE EXISTING ONLINE DATA DASHBOARD FOR AUTOMATED WEATHER STATION | 150,150.00 | GENERAL FUND | 15 CD |

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|-----|-----------------------------|--|-----------------------------|------------|----------------|-----------------|
| 19. | QCDTRC(TAHANAN)-25-CS1-0381 | QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN) | FOOD AND DRINKS | 460,200.00 | GENERAL FUND | 8 MONTHS |
| 20. | QCDTRC(TAHANAN)-25-DM-0360 | QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN) | VARIOUS DRUGS AND MEDICINES | 908,395.00 | GENERAL FUND | 30 CD |
| 21. | QCU-25-CS1-0365B | QUEZON CITY UNIVERSITY | FOOD AND DRINKS | 999,600.00 | GENERAL FUND | 8 MONTHS |
| 22. | QCU-25-CS1-0451 | QUEZON CITY UNIVERSITY | FOOD AND DRINKS | 918,650.00 | GENERAL FUND | 8 MONTHS |
| 23. | QCU-25-TA-0329B | QUEZON CITY UNIVERSITY | TOTE BAG AND OTHERS | 273,775.00 | GENERAL FUND | 60 CD |
| 24. | SSDD-25-CG-0445 | SOCIAL SERVICES DEVELOPMENT DEPARTMENT | TUMBLER | 600,000.00 | GENERAL FUND | 8 MONTHS |

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 10, 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 **10:00 A.M of Tuesday, March 18, 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 **11:00 A.M of Tuesday, March 18, 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=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

OLC, 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