



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



JUNE 13, 2025

INVITATION TO BID

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CAO(ZAU)-25-OESC-0692B	CITY ADMINISTRATOR'S OFFICE (ZONING ADMINISTRATION UNIT)	VARIOUS INKS, TONER, AND OTHERS	225,504.20	GENERAL FUND	30 CD
2.	CCRD-25-OESC-0693B	CITY CIVIL REGISTRY DEPARTMENT	VARIOUS INK, CARTRIDGE, AND MASTER ROLL	362,736.00	GENERAL FUND	30 CD
3.	PAISD-25-SERVICES-0760B	PUBLIC AFFAIRS AND INFORMATION SERVICES DEPARTMENT	SUBSCRIPTION TO CONTROL PANEL WEB HOSTING AND CREATIVE SOFTWARE APPLICATIONS	172,999.92	GENERAL FUND	15 CD
4.	QCDRRMO-25-SERVICES-0714	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	REVIVAL, REPAIR AND MAINTENANCE OF EXISTING QC DRRM MAIN OFFICE BUILDING (KALAYAAN AVENUE) OUTDOOR LED BILLBOARD	973,500.00	TRUST FUND	5 MONTHS
5.	QCPC-25-MSLI-0616B	QUEZON CITY PROTECTION CENTER	VARIOUS MEDICAL SUPPLIES	285,588.64	GENERAL FUND	45 CD
6.	QCSBCDPO-25-SERVICES-0720	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE	RENTAL OF BOOTH	300,000.00	GENERAL FUND	30 CD
7.	QCU-25-CE1-0711	QUEZON CITY UNIVERSITY	FULL DUPLEX WIRELESS INTERCOM SYSTEM	238,140.00	TRUST FUND	30 CD
8.	QCU-25-CS1-0708B	QUEZON CITY UNIVERSITY	FOOD AND DRINKS AND OTHERS	81,135.00	TRUST FUND	5 MONTHS
9.	QCU-25-IT-0644	QUEZON CITY UNIVERSITY	CLOUD-BASED AUDITING IN COMPUTER INFORMATION SYSTEM (CIS) ENVIRONMENT SOFTWARE FOR BACHELOR OF SCIENCE IN ACCOUNTANCY STUDENTS OF THE QUEZON CITY UNIVERSITY	240,500.00	GENERAL FUND	30 CD
10.	QCU-25-OE-0771	QUEZON CITY UNIVERSITY	LAMINATING MACHINE AND OTHERS	156,390.00	GENERAL FUND	30 CD
11.	QCU-25-SERVICES-0770	QUEZON CITY UNIVERSITY	PERSONAL ACCIDENT INSURANCE PLAN FOR THE STUDENTS OF THE QUEZON CITY UNIVERSITY	360,000.00	TRUST FUND	15 CD
12.	QCYDO-25-OE-0657B	QUEZON CITY YOUTH DEVELOPMENT OFFICE	VARIOUS OFFICE EQUIPMENT AND OTHERS	96,969.00	GENERAL FUND	30 CD
13.	SPORTS-25-OESC-0456C	QUEZON CITY SPORTS DEVELOPMENT OFFICE	INK, TONER AND OTHERS	136,861.00	GENERAL FUND	30 CD
14.	SSDD-25-TA-0701	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	TOTE BAG FOR THE NATIONAL DISABILITY PREVENTION AND REHABILITATION WEEK	315,000.00	GENERAL FUND	1 MONTH

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, June 16, 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, June 24, 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, June 24, 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=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
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