



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 27, 2025

INVITATION TO BID

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	ACCOUNTING-25-OSD-0788	CITY ACCOUNTING DEPARTMENT	VARIOUS OFFICE SUPPLIES	926,965.30	GENERAL FUND	30 CD
2.	BCRD-25-HLMF-0836	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	VENUE ACCOMMODATION AND OTHERS	576,000.00	GENERAL FUND	5 MONTHS
3.	CGSD-25-VPA-0293	CITY GENERAL SERVICES DEPARTMENT	RM - MOTOR VEHICLE (SPARE PARTS)	386,185.00	GENERAL FUND	5 MONTHS
4.	CLIMATE-25-HLMF-0819	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	VENUE RENTAL, FOOD, DRINKS AND OTHERS	675,000.00	GENERAL FUND	5 MONTHS
5.	CLIMATE-25-PS2-0671B	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	PRINTING OF VARIOUS MATERIALS	552,200.00	GENERAL FUND	30 CD
6.	CPO-25-GRMS-0728B	CITY PROSECUTOR'S OFFICE	COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE FOR ELEVATORS	545,000.00	GENERAL FUND	5 MONTHS
7.	HCDRD-25-OE-0717	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	COPIER MACHINE AND OTHERS	413,557.00	GENERAL FUND	30 CD
8.	MTC-25-OESC-0767B	METROPOLITAN TRIAL COURT	TONER AND RIBBON CARTRIDGE	197,900.00	GENERAL FUND	30 CD
9.	OCM-25-APP-0825	OFFICE OF THE CITY MAYOR	SMART TV	797,550.00	GENERAL FUND	30 CD
10.	OCM-25-OE-0812	OFFICE OF THE CITY MAYOR	PHOTOCOPIER MACHINE	751,600.00	GENERAL FUND	30 CD
11.	PD-25-OEPA-0803	PROCUREMENT DEPARTMENT	RM - OFFICE EQUIPMENT (SPARE PARTS AND LABOR)	130,080.60	GENERAL FUND	30 CD
12.	QCDRRMO-25-CE2-0660	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (ENGINEERING DEPARTMENT)	CONCRETE SCREEDER AND OTHERS	983,532.10	GENERAL FUND	60 CD
13.	QCPL-25-HCS-0330B	QUEZON CITY PUBLIC LIBRARY	VARIOUS HARDWARE AND CONSTRUCTION SUPPLIES	173,268.00	GENERAL FUND	30 CD
14.	QCSBCDPO-25-OE-0744	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE	PHOTOCOPIER AND OTHERS	359,373.00	GENERAL FUND	40 CD
15.	QCSBCDPO-25-TA-0745B	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE	BOUQUET OF FLOWERS AND OTHERS	216,000.00	GENERAL FUND	5 MONTHS
16.	QCTD-25-GARMENTS-0763B	QUEZON CITY TOURISM DEPARTMENT	CUSTOMIZED BARONG	350,000.00	GENERAL FUND	60 CD
17.	QCU-25-FURNITURE-0772	QUEZON CITY UNIVERSITY	FUMEHOOD AND PHYSICS TABLE WITH STOOLS	810,000.00	GENERAL FUND	30 CD

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
18.	QCU-25-IT-0644B	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
19.	QCU-25-OE-0805	QUEZON CITY UNIVERSITY	PROJECTOR	641,250.00	GENERAL FUND	30 CD
20.	RMBGH-25-AMS-0820	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	PREVENTIVE MAINTENANCE SERVICE OF AIR CONDITIONING UNITS	967,500.00	GENERAL FUND	5 MONTHS
21.	SSDD-25-BMOP-0539	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	PSYCHOLOGICAL TEST MATERIALS	162,150.00	GENERAL FUND	30 CD
22.	SSDD-25-FURNITURE-0705	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	FILING CABINET AND OTHERS	789,038.50	GENERAL FUND	30 CD
23.	SSDD-25-GI2-0563	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LOOT BAGS AND OTHERS FOR THE CONDUCT OF KIDDIELympics	342,941.70	GENERAL FUND	4 MONTHS
24.	SSDD-25-MDE-0695	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	WEIGHING SCALE AND OTHERS	672,420.35	GENERAL FUND	30 CD

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General 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 30, 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, July 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 **11:00 A.M. of Tuesday, July 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