



**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 17, 2025**

**INVITATION TO BID**

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CGSD-25-OESC-0527B	CITY GENERAL SERVICES DEPARTMENT	TONER CARTRIDGE AND OTHERS	1,124,890.74	GENERAL FUND	5 MONTHS
2.	HEALTH-25-OE-0676	QUEZON CITY HEALTH DEPARTMENT	VARIOUS OFFICE EQUIPMENT	1,382,985.00	GENERAL FUND	30 CD
3.	LEIPO-25-BMOP-0704	LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE	CONCEPTUALIZATION, WRITING, EDITING, DESIGN, LAYOUT AND PRINTING OF QUEZON CITY ECONOMIC DEVELOPMENT AND INVESTMENT PLAN	2,400,000.00	GENERAL FUND	5 MONTHS
4.	OCM-25-VEHICLES-0737	OFFICE OF THE CITY MAYOR	MULTI PURPOSE VAN	1,342,900.00	GENERAL FUND	30 CD
5.	PESO-25-HLMF-0749	PUBLIC EMPLOYMENT SERVICE OFFICE	HOTEL ACCOMMODATION WITH FOOD AND DRINKS	1,730,000.00	GENERAL FUND	5 MONTHS
6.	QCFC-25-VEHICLES-0628	QUEZON CITY FIRE DISTRICT	FIRE RESCUE CLOSE VAN	1,781,000.00	TRUST FUND	60 CD
7.	QCGH-25-MSLI-0569B	QUEZON CITY GENERAL HOSPITAL	REAGENTS & CONSUMABLES FOR HOSPITAL OWNED FULLY AUTOMATED COAGULATION ANALYZER (COALAB 1000)	3,195,355.00	GENERAL FUND	30 CD
8.	RMBGH-25-HME-0742	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	ULTRASOUND MACHINE	4,500,000.00	GENERAL FUND	60 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 **Wednesday, June 18, 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
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

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. The **Quezon City Local Government** will hold a Pre-Bid Conference on **9:00 A.M. of Wednesday, June 25, 2025** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound, and/or through video conferencing via Zoom** which shall be open to prospective bidders.

Topic: BAC-GOODS Pre-Bid Conference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWd1dXk1QT09>

Meeting ID: 848 3500 2246

Passcode: 154733

7. 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, July 08, 2025**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. 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.

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Topic: BAC-GOODS & SERVICES BIDDING

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3JyU29iZGV1WmdKRjZCdz09>

Meeting ID: 858 5085 5933

Passcode: 118682

10. 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 bidder

11. 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)

12. 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