



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
risd.procurement@quezoncity.gov.ph



INVITATION TO BID

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	ITDD(BPLD)-26-SERVICES-0323	INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT (BUSINESS PERMITS AND LICENSING DEPARTMENT)	SUBSCRIPTION OF DATA ANALYTICS TOOLS FOR BUSINESS PERMITS AND LICENSING DEPARTMENT	5,000,000.00	GENERAL FUND	8 MONTHS
2.	OCM(ENGINEERING)-26-FURNITURE-0261	OFFICE OF THE CITY MAYOR (DEPARTMENT OF ENGINEERING)	SUPPLY AND INSTALLATION OF VARIOUS FURNITURE AND OTHERS	3,500,000.00	GENERAL FUND	90 CD
3.	OCM-LDRRMF(BCRD)-26-HLMF-0298	OFFICE OF THE CITY MAYOR - LOCAL DISASTER RISK REDUCTION AND MANAGEMENT FUND (BARANGAY COMMUNITY AND RELATIONS DEPARTMENT)	LINE 1: HOTEL ACCOMMODATION AND OTHERS FOR THE EMPOWERING CSO PARTNERS: CAPACITY BUILDING FOR EMERGENCY AND DISASTER RESPONSE	12,525,600.00	GENERAL FUND	8 MONTHS
		OFFICE OF THE CITY MAYOR - LOCAL DISASTER RISK REDUCTION AND MANAGEMENT FUND (BARANGAY COMMUNITY AND RELATIONS DEPARTMENT)	LINE 2: HOTEL ACCOMMODATION AND OTHERS FOR THE QUEZON CITY BARANGAY HEALTH EMERGENCY RESPONSE TEAM (BHRT) CAPACITY BUILDING TRAINING/SEMINAR PROGRAM FOR EMERGENCY SITUATIONS	10,032,000.00	GENERAL FUND	8 MONTHS
4.	OVM-26-DM-0292	OFFICE OF THE VICE MAYOR	PROCUREMENT OF DRUGS AND MEDICINES	3,042,300.00	GENERAL FUND	8 MONTHS
5.	QCYDO-26-EM-0316	QUEZON CITY YOUTH DEVELOPMENT OFFICE	EVENTS MANAGEMENT FOR VARIOUS ACTIVITIES	8,165,669.80	GENERAL FUND	8 MONTHS

- 1) The **QUEZON CITY LOCAL GOVERNMENT UNIT**, 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 UNIT** now invites bids for *various Projects*. Delivery of the Goods is required *as stated above*. Bidders should have completed, within 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009. The award shall be given to the bidder with the **Lowest Calculated Responsive Bid (LCRB)** following the procedures under section 61 and 63 of the same IRR.

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) Interested 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 **Friday, February 27, 2026** from the address given below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

STANDARD RATES:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
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 UNIT** will hold a Pre-Bid Conference on **9:30 AM of Tuesday, March 10, 2026** at 2nd 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.

Meeting ID: 865 8039 3633
Passcode: QCBAC2026

- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before **9:30 AM of Tuesday, March 24, 2026**. 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 16.1.
- 9) Bid opening shall be on **10:30 AM of Tuesday, March 24, 2026** at the office address indicated below and/or via Zoom. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

Meeting ID: 899 9768 2708
Passcode: QCBAC2026

- 10) The **QUEZON CITY LOCAL GOVERNMENT UNIT** 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 Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 11) For further information, please refer to:

MA. VICTORIA L. TEJEDOR, MMPA
OIC, Procurement Department
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound
Elliptical Road, Barangay Central Diliman, Quezon City.
Email Add: risd_procurement@quezoncity.gov.ph
Tel. No. (02)8988-4242 loc. 8506/8710
Website: www.quezoncity.gov.ph

- 12) You may visit the following websites:

For downloading of Bidding Documents: www.quezoncity.gov.ph

DATE OF ISSUE: FEBRUARY 26, 2026


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