



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.	CLIMATE-26-EHSE-0504	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF FOOD WASTE COMPOSTER	2,160,000.00	GENERAL FUND	30 CD
2.	HRMD-26-GM-0306B	HUMAN RESOURCE MANAGEMENT DEPARTMENT	PROCUREMENT OF WHITE LAID PAPER, LETTER TRAY AND OTHERS	526,698.20	GENERAL FUND	7 MONTHS
3.	OCM-LDRRMF(QCDRRMO)-26-FFRSE-0515	OFFICE OF THE CITY MAYOR (QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE)	PROCUREMENT OF EXTRICATION TOOL	2,129,698.00	GENERAL FUND	60 CD
4.	QCADAC-26-CG-0430	QUEZON CITY ANTI-DRUG ABUSE COUNCIL	PROCUREMENT OF PLAQUE OF RECOGNITION AND SOUVENIR ITEMS FOR VIP GUEST/S OF QCADAC PROGRAMS/ ACTIVITIES	1,430,000.00	GENERAL FUND	7 MONTHS
5.	QCGH-26-OESC-0330B	QUEZON CITY GENERAL HOSPITAL	PROCUREMENT OF COPY PRINTER INK AND MASTER	1,662,000.00	GENERAL FUND	8 MONTHS
6.	QCYDO-26-OESC-0370	QUEZON CITY YOUTH DEVELOPMENT OFFICE	PROCUREMENT OF VARIOUS INKS, TONER AND OTHERS	1,306,507.60	GENERAL FUND	30 CD
7.	SSDD-26-PS2-0462	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	PRINTING OF CERTIFICATE AND OTHERS	1,858,075.00	GENERAL FUND	30 CD

- 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.
 - i) 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 **Monday, April 13, 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)
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

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 Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before **9:30 AM of Tuesday, April 21, 2026**. 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 16.1.
- 8) Bid opening shall be on **10:30 AM of Tuesday, April 21, 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


- 9) 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.
- 10) 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

- 11) You may visit the following websites:

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

DATE OF ISSUE: **APRIL 10, 2026**


MS. ROWENA T. MACATAO
Vice-Chairperson, QC-BAC-Goods and Services
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