



REPUBLIC OF THE PHILIPPINES

**Senate**  
*Pasay City*

**INVITATION TO BID  
FOR**

**“ONE (1) LOT GENERAL HOUSEKEEPING AND OTHER RELATED SERVICES FOR THE SENATE OF THE PHILIPPINES FOR JANUARY 1, 2022 TO DECEMBER 31, 2023”**

1. The *Senate of the Philippines (Senate)*, through the *National Expenditure Program of 2022* intends to apply the sum of the ABC to payments under the contract for *Project Identification No. 21-09-537*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Senate* now invites bids for the above Procurement Project. Delivery of the Goods is required *as specified in Section VI (Schedule of Requirements) of the Bidding Documents*. Bidders should have completed, within *the relevant period provided below*, 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).

PROJECT ALLOCATION / APPROVED BUDGET FOR THE CONTRACT (ABC)	NON-REFUNDABLE FEE	BID SECURITY	COMPLETION / DELIVERY PERIOD	SLCC RELEVANT PERIOD
PHP80,000,000.00 for two (2) years / PHP40,000,000.00 per year	PHP50,000.00	CASH: PHP1,600,000.00 / BOND: PHP4,000,000.00 / BSD	January 1 to December 2023	FIVE (5) YEARS FROM DATE OF SUBMISSION

BIDDING ACTIVITIES	TIME, DATE AND VENUE
ISSUANCE AND AVAILABILITY OF BIDDING DOCUMENTS	<p><b>Start of Availability: October 8, 2021</b> <b>Deadline of Availability: November 4, 2021</b> 4<sup>th</sup> Floor, Room 401, GSIS Bldg., Roxas Boulevard, Pasay City</p> <p>PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.</p> <p><b>NO WALK-INS.</b> PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE AT THE CONTACT NUMBERS BELOW FOR DETAILS ON HOW TO PURCHASE THE BIDDING DOCUMENTS.</p> <p>Interested Bidders may obtain a complete set of Bidding Documents by filling out the online request form at the link below.</p> <p>Bidders shall be allowed to pay the non-refundable fee upon the submission of their bid documents and proposal.</p>
PRE-BID CONFERENCE	<p><b>October 19, 2021 @ 3:00pm</b> 2<sup>nd</sup> Floor, GSIS Bldg., Roxas Boulevard, Pasay City</p> <p>PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.</p> <p>Non-Senate Personnel must comply with the following requirements upon entry into the Senate premises:</p> <ol style="list-style-type: none"> <li>NO WALK-INS. Request for appointment with the Bids and Awards Committee Secretariat Office AT LEAST ONE (1) DAY BEFORE the scheduled visit/purchase of bidding documents;</li> <li>Submit a valid Medical Certificate to the Senate Medical and Dental Bureau stating that visitor is COVID-free;</li> <li>Wear a Face Shield and Face Mask while inside the Senate premises;</li> <li>Only one (1) representative per company will be allowed to attend the meeting.</li> </ol> <p>Bidders who opt to access and attend the meeting online should:</p> <ol style="list-style-type: none"> <li>Formally request or express interest to participate in the bidding process by filling out and submitting the registration form at the link below.</li> </ol>

	b. Download WEBEX application for android or Desktop to register an account; c. Send one (1) representative only to the online meeting.
<b>DEADLINE FOR SUBMISSION OF BIDS</b>	<b>November 8, 2021 @ 12nn</b> 4 <sup>th</sup> Floor, Room 401, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  <b>NO WALK-INS.</b> PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT.
<b>OPENING OF BIDS</b>	<b>November 9, 2021 @ 3:00pm</b> , 2 <sup>nd</sup> Floor, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  Non-Senate Personnel must comply with the following requirements upon entry into the Senate premises: <ol style="list-style-type: none"> <li>NO WALK-INS. Request for appointment with the Bids and Awards Committee Secretariat Office AT LEAST ONE (1) DAY BEFORE the scheduled visit/purchase of bidding documents;</li> <li>Submit a valid Medical Certificate to the Senate Medical and Dental Bureau stating that visitor is COVID-free;</li> <li>Wear a Face Shield and Face Mask while inside the Senate premises;</li> <li>Only one (1) representative per company will be allowed to attend the meeting.</li> </ol> All bidders who purchased the bidding documents may opt to access and attend the meeting online. WEBEX invitation will be sent through email. Only one (1) representative per company will be allowed to attend the online meeting.

- 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.

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.

- Prospective Bidders may obtain further information from *Senate Bids and Awards Committee (BAC) Secretariat through the contact details given below* and inspect the Bidding Documents *as posted in the Senate website and the Philippine Government Electronic Procurement System (PHILGEPS) website.*
- A complete set of Bidding Documents may be acquired by interested Bidders *by filling out the online request form at the link below and submitting the same during working hours on or before the deadline of availability of bidding documents.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means.*

Link: <https://forms.gle/f4eFvcu8G4mTnUuh9>



- The *Senate* will hold a Pre-Bid Conference *as scheduled at the given address above* which shall be open to prospective bidders.

***Prospective Bidders may attend the Pre-Bid Conference physically and/or through video conferencing or webcasting via webex.***

***Prospective Bidders who opted to attend via webex, must fill out the online registration form at the link provided below. Bidders are advised to first log in the webex waiting/lobby room and wait for further advice to join the Senate BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.***

Link: <https://forms.gle/cveDxoX3WegHLZip7>



***Prospective Bidders who opted to attend physically should comply with the requirements under the attached advisory.***

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***the deadline for submission of bids***. 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.

Bid opening shall be as scheduled at the given address above and/or via ***webex***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

***Bidders who submitted their bidding documents, bid proposal and paid the non-refundable fee may attend the opening of bids physically or via webex. The link for the video conferencing or webcasting shall automatically be sent to said bidders before the start of bid opening. Bidders are advised to first log in the webex waiting/lobby room and wait for further advice to join the Senate BAC meeting room.***

***Those who opted to attend physically should comply with the requirements under the attached advisory.***

9. The ***Senate*** 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:

***Bids and Awards Committee Secretariat Office  
Rm. 401, 4/F Senate of the Philippines, GSIS Building,  
Roxas Boulevard, Pasay City  
Contact Nos. (02) 8552-66-01 local 1602 / 1412 and (02) 8552-67-93  
Email Address: [bac@senate.gov.ph](mailto:bac@senate.gov.ph)***

11. You may visit the following websites:

For downloading of Bidding Documents:  
[http://legacy.senate.gov.ph/invitation\\_bid.asp](http://legacy.senate.gov.ph/invitation_bid.asp)

(sgd.)  
**ATTY. MARIA VALENTINA S. CRUZ**  
***Chairperson, Bids and Awards Committee***



REPUBLIC OF THE PHILIPPINES  
SENATE  
PASAY CITY

ADVISORY

TO : ALL SENATE OFFICIALS AND EMPLOYEES  
FROM : SENATE SECRETARY  
DATE : SEPTEMBER 28, 2020  
SUBJECT : VISITORS, GUESTS, NON-SENATE PERSONNEL ENTERING  
THE SENATE PREMISES

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Pertinent to the issuance of memoranda by the Senate regarding the prevention of the spread of COVID-19, the following guidelines shall take effect on October 1, 2020:

1. All offices shall be required to submit to the Office of the Sergeant at Arms (OSAA) the complete list of names of the resource persons, guests and visitors to enter the Senate premises at least one (1) day before the scheduled visit.

2. All resource persons, guests and visitors who are invited to attend committee hearings and meetings shall be required to submit a valid Medical Certificate from their attending Physicians or Barangay Health Officer indicating that they are free from COVID19 / COVID-19 symptoms with attached Negative COVID-19 RT-PCR test result.

The medical certificate is only valid for Seven (7) days from date of issuance. The negative COVID 19 RT-PCR test result will only be valid for seven (7) days from the date of release of the result. The certificates must be presented to the Senate Medical and Dental Bureau for review on the day of the committee hearing / meeting.

The committee secretaries and heads of all offices shall notify the invitees of this requirement.

3. Health Declaration Forms are to be filled out accurately by the resource persons, guests and visitors at the Senate main lobby upon entry.

Accordingly, the Office of the Sergeant at Arms (OSAA) to ensure that all personnel, resource persons, guests and visitors strictly observe the safety health protocols while in the Senate premises to prevent the local transmission of the virus.

- i. Mandatory wearing of face mask and face shield.
- ii. Physical distancing at least one (1) meter apart.
- iii. Frequent handwashing and hand sanitation.
- iv. Practicing Respiratory hygiene and cough etiquette.

For strict implementation.