



REPUBLIC OF THE PHILIPPINES

Senate

Pasay City

INVITATION TO BID

FOR

“CY 2025 TO 2026 RENTAL OF PHOTOCOPIER MACHINES”

1. The *Senate of the Philippines (Senate)*, through the *National Expenditure Program/General Appropriations Act or Special Appropriations of 2025* intends to apply the sum of the ABC to payments under the contract for *Project Identification No. 24-09-712*. 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)/ Section VII (Technical Specifications) 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) (PHP)	NON-REFUNDABLE FEE (PHP)	BID SECURITY (PHP)	COMPLETION / DELIVERY PERIOD	SLCC RELEVANT PERIOD	BUSINESS TAX RETURNS FOR 6 MONTHS
7,500,000.00 for 2 years	7,500.00	CASH: 150,000.00 BOND: 375,000.00 BSD	2025-2026	FIVE (5) YEARS from the date of submission and receipt of bids	Starting January 2024

	BIDDING ACTIVITIES	TIME, DATE AND VENUE	
A	ISSUANCE AND AVAILABILITY OF BIDDING DOCUMENTS	Start of Availability: September 27, 2024 @ 10:00 am Deadline of Availability: same as the closing date Senate of the Philippines, Room 401, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	A complete set of Bidding Documents may be acquired by interested Bidders by sending a request through the Bids and Awards Committee (BAC) electronic mail address at bac@senate.gov.ph during Senate office hours on or before the deadline.
B	PRE-BID CONFERENCE	October 8, 2024 @ 3:45pm Senate of the Philippines, 2 nd Floor, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	Please call the Senate BAC Secretariat Office for details on how to participate in the Pre-Bidding Conference at (02) 8552-6601 local 1602, (02) 8552-6793, 09955433428 (Viber/Globe), or 09916287476 (Dito). (Interested bidders may refer to item no. 6 below)
C	DEADLINE FOR WRITTEN CLARIFICATION	October 10, 2024 @ 12:00 nn Senate of the Philippines Main Gate, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	Please submit any request for written clarifications through the Senate BAC electronic mail address at bac@senate.gov.ph on or before the deadline.
D	CLOSING DATE/DEADLINE FOR SUBMISSION OF BIDS	October 21, 2024 @ 12:00 nn Senate of the Philippines Main Gate, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	Please call the BAC Secretariat Office for details on how to submit the Bidding Documents. Payment of the Non-Refundable Fee may be made at the same time as the submission of the Bidding Documents on or before the deadline.
E	OPENING OF BIDS	October 22, 2024 @ 3:45pm Senate of the Philippines, 2 nd Floor, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	Please call the BAC Secretariat Office for details on how to join the opening of bids. (Interested bidders may refer to item no. 8 below)

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.

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 the 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*.
5. *A complete set of Bidding Documents may be acquired by interested Bidders by sending a request through the Bids and Awards Committee electronic mail address at bac@senate.gov.ph during Senate office 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.*
6. The *Senate* will hold a Pre-Bid Conference *as scheduled at the given address above* which shall be open to prospective bidders.
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. 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.

9. In case two or more bidders have identical lowest complying or highest rated bids and have been post-qualified as the LCRBs or HRRBs, the Senate Bids and Awards Committee shall adopt the tie breaking method of "toss coin" for two (2) bidders post qualified as LCRBs or HRRBs or "draw lots" for three (3) or more bidders post qualified as LCRBs or HRRBs as the case may be, in accordance with Appendix 11 entitled GPPB Circular 06-2005 Tie Breaking Method of the Revised Implementing Rules and Regulations of Republic Act No. 9184.
10. 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.
11. For further information, please refer to:

Bids and Awards Committee Secretariat Office
Rm. 401, 4/F Senate of the Philippines, GSIS Building,
Diokno Boulevard, Pasay City
Contact Nos. (02) 8552-66-01 local 1602 and (02) 8552-67-93
09955433428 (viber/globe) and 09916287476 (dito)
Email Address: bac@senate.gov.ph

12. 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)


ATTY. MARIA VALENTINA S. CRUZ
Chairperson,
Bids and Awards Committee