

INVITATION TO BID

1. The Senate of the Philippines through its Bids and Awards Committee (BAC) invites all Philippine Government Electronic Procurement System (PhilGEPS) registered bidders / suppliers to bid for the following:

PROJECT DESCRIPTION	PROJECT ALLOCATION / APPROVED BUDGET FOR THE CONTRACT (ABC)	NON-REFUNDABLE FEE	BID SECURITY	COMPLETION / DELIVERY PERIOD
ONE (1) LOT GASOLINE AND DIESEL FUEL FOR CY 2021 (TWO-FAILED BIDDINGS)	PHP3,300,000.00	PHP1,000.00	CASH: PHP66,000.00 BOND: PHP165,000.00	2021

Bidders should have completed a contract similar to the Project.

2. The summary of the bidding activities is as follows:

BIDDING ACTIVITIES	TIME, DATE AND VENUE
POSTING OF INVITATION TO BID	Starting May 21, 2021 PHILGEPS, SENATE WEBSITE AND BULLETIN BOARDS
ISSUANCE AND AVAILABILITY OF BID DOCUMENTS	Starting May 24, 2021 until June 10, 2021 @ 10am – 12nn Mondays-Thursdays only 4 th 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. NO WALK-INS. PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT AT THE CONTACT NUMBERS BELOW.
PRE-BID CONFERENCE	June 1, 2021 @ 2:00pm 2 nd 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: a. 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; b. Submit a valid Medical Certificate to the Senate Medical and Dental Bureau stating that visitor is COVID-free; c. Wear a Face Shield and Face Mask while inside the Senate premises; d. Only one (1) representative per company will be allowed to attend the meeting. Bidders who opt to access and attend the meeting online should: a. Formally request or express interest to participate in the bidding process in writing, and provide their email address for purposes of sending information regarding the bidding process; b. Download WEBEX application for android or Desktop to register an account; c. Send one (1) representative only to the online meeting.
DEADLINE FOR SUBMISSION OF BIDS	June 14, 2021 @ 12nn 4 th 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. NO WALK-INS. PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT.
OPENING OF BIDS	June 15, 2021, 2 nd 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: a. 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; b. Submit a valid Medical Certificate to the Senate Medical and Dental Bureau stating that visitor is COVID-free; c. Wear a Face Shield and Face Mask while inside the Senate premises; d. Only one (1) representative per company will be allowed to attend the meeting. All bidders who purchased the bid 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.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".
4. 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 5183 and subject to Commonwealth Act 138.

5. A complete set of Bidding Documents may be inspected and acquired by interested Bidders from the Bids and Awards Committee Secretariat Office (see address below) and upon payment of a nonrefundable fee for the Bidding Documents, in amounts pursuant to the Schedule. (Please take note of the Senate requirements under the attached Senate Advisory)
6. Bids must be duly received by the Bids and Awards Committee Secretariat Office at the address below on or before the scheduled deadline. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bids shall be opened immediately thereafter during the meeting of the Bids and Awards Committee. Bids will be opened in the presence of the bidders' representatives who choose to attend the meeting. Late bids shall not be accepted.

7. Bidders should submit their duly accomplished eligibility requirements, technical and financial proposals in three separate sealed envelopes at the Bids and Awards Committee Secretariat office.
8. The Senate of the Philippines 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please contact:

Mark Theodore E. Magbuhos
Head, BAC Secretariat
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


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

Republic of the Philippines
SENATE
Pasay City
BIDS AND AWARDS COMMITTEE (BAC)

TERMS OF REFERENCE / SCOPE OF WORK / SPECIFICATIONS

ONE (1) LOT GASOLINE AND DIESEL FUEL FOR CY 2021 (TWO-FAILED BIDDINGS)

Specifications				
Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of the IRR of RA 9184.				
ONE (1) LOT GASOLINE AND DIESEL FUEL FOR CY 2021 (TWO-FAILED BIDDINGS)				Statement of Compliance
Item Description	Quantity	UOM	Unit Cost	Total Cost
1 Lot of gasoline and diesel fuel for CY 2021.	1	LOT		3,300,000.00

SCOPE OF WORK

SUPPLY OF GASOLINE AND DIESEL FUEL FOR CY 2021

I. GENERAL

The general scope of work calls for the supply of gasoline and diesel fuel.

II. PARTICULARS

1. Supply of gasoline and diesel fuel to Senate vehicles as specified in the duly approved trip tickets and gas coupon or other forms that may be issued/adopted by the Senate.
2. Supply of diesel fuel for generator sets owned by Senate upon presentation of a duly approved request and gas coupon or other forms that may be issued/adopted by the Senate.
3. In the event of shortage of supply, the service provider must inform the Senate two (2) days in advance of the expected shortage.

III. CRITERIA FOR EVALUATION

Particulars		Weight Percentage																																																									
1. The bidder must have at least one service station within 5 KILOMETERS USING ACCESSIBLE ROAD from the Senate. No accessible service station from the Senate is DISQUALIFIED.		50%																																																									
ADDITIONAL POINTS of 10 may be earned PER ADDITIONAL SERVICE STATION WITHIN 5 KILOMETERS USING ACCESSIBLE ROAD from the Senate.																																																											
2. The bidder may require a deposit provided it will not exceed Php 200,000.00. Above the required amount of deposit is DISQUALIFIED.		50%																																																									
3. ADDITIONAL POINTS may be earned as follows:																																																											
<table border="1"> <thead> <tr> <th colspan="2">DEPOSIT (PHP)</th><th>ADDITIONAL POINTS</th></tr> </thead> <tbody> <tr><td></td><td>200,000.00</td><td>0</td></tr> <tr><td>196,001.00</td><td>199,999.00</td><td>1</td></tr> <tr><td>192,001.00</td><td>196,000.00</td><td>2</td></tr> <tr><td>188,001.00</td><td>192,000.00</td><td>3</td></tr> <tr><td>184,001.00</td><td>188,000.00</td><td>4</td></tr> <tr><td>180,001.00</td><td>184,000.00</td><td>5</td></tr> <tr><td>176,001.00</td><td>180,000.00</td><td>6</td></tr> <tr><td>172,001.00</td><td>176,000.00</td><td>7</td></tr> <tr><td>168,001.00</td><td>172,000.00</td><td>8</td></tr> <tr><td>164,001.00</td><td>168,000.00</td><td>9</td></tr> <tr><td>160,001.00</td><td>164,000.00</td><td>10</td></tr> <tr><td>156,001.00</td><td>160,000.00</td><td>11</td></tr> <tr><td>152,001.00</td><td>156,000.00</td><td>12</td></tr> <tr><td>148,001.00</td><td>152,000.00</td><td>13</td></tr> <tr><td>144,001.00</td><td>148,000.00</td><td>14</td></tr> <tr><td>140,001.00</td><td>144,000.00</td><td>15</td></tr> <tr><td>136,001.00</td><td>140,000.00</td><td>16</td></tr> <tr><td>132,001.00</td><td>136,000.00</td><td>17</td></tr> </tbody> </table>		DEPOSIT (PHP)		ADDITIONAL POINTS		200,000.00	0	196,001.00	199,999.00	1	192,001.00	196,000.00	2	188,001.00	192,000.00	3	184,001.00	188,000.00	4	180,001.00	184,000.00	5	176,001.00	180,000.00	6	172,001.00	176,000.00	7	168,001.00	172,000.00	8	164,001.00	168,000.00	9	160,001.00	164,000.00	10	156,001.00	160,000.00	11	152,001.00	156,000.00	12	148,001.00	152,000.00	13	144,001.00	148,000.00	14	140,001.00	144,000.00	15	136,001.00	140,000.00	16	132,001.00	136,000.00	17	
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112,001.00	116,000.00	22
108,001.00	112,000.00	23
104,001.00	108,000.00	24
100,001.00	104,000.00	25
96,001.00	100,000.00	26
92,001.00	96,000.00	27
88,001.00	92,000.00	28
84,001.00	88,000.00	29
80,001.00	84,000.00	30
76,001.00	80,000.00	31
72,001.00	76,000.00	32
68,001.00	72,000.00	33
64,001.00	68,000.00	34
60,001.00	64,000.00	35
56,001.00	60,000.00	36
52,001.00	56,000.00	37
48,001.00	52,000.00	38
44,001.00	48,000.00	39
40,001.00	44,000.00	40
36,001.00	40,000.00	41
32,001.00	36,000.00	42
28,001.00	32,000.00	43
24,001.00	28,000.00	44
20,001.00	24,000.00	45
16,001.00	20,000.00	46
12,001.00	16,000.00	47
8,001.00	12,000.00	48
1.00	8,000.00	49
	0	50

This is to certify that I have read and understood all information contained in the approved Terms of Reference, Scope of Work, Specifications and Bid Bulletin/s and that I agree to abide by the provisions thereof.

I hereby commit to comply with all the Terms of Reference, Scope of Work, Specifications and Bid Bulletin/s. if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

CONFORME:

Name of Company

Contact Person

Address

Contact Numbers

BY:

SIGNATURE: _____

NAME IN PRINT: _____

DESIGNATION: _____

DATE: _____

Republic of the Philippines
SENATE
Pasay City
BIDS AND AWARDS COMMITTEE (BAC)

INSTRUCTION TO BIDDERS
(GOODS AND SERVICES)
(Per RA 9184 and its IRR)

REMINDERS:

1. Read the instructions and the Scope of Work / Terms of Reference, Specifications and Bid Bulletin/s carefully.
2. Inspect all your documents before submitting to the BAC.
3. Be consistent with the use of the registered business / company name on all your documents to avoid possible disqualification.
4. Bidders shall submit three (3) sets of documents: One (1) – original / certified true copy and two (2) copies, all properly labeled on the face of each envelope.
5. Arrange the documents in the sequence as enumerated below.
6. Put tabs on the required documents for easy reference.
7. “Bid Form” (Blue Sheet/s) must be signed and notarized.
8. Per Section 37.2.1 of IRR of RA 9184 the winning bidder shall post the required performance security and enter into contract with the Senate within ten (10) calendar days from receipt of the notice of award.
9. Foreign bidders may be eligible to participate provided that it complied with Section 23 of the IRR of RA 9184.
10. In case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder’s country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines.
11. For inquiry, please call the BAC Secretariat office at tel. no. (02) 8552-6601 local 1602 / (02) 8552-6793.

I. LIST OF DOCUMENTARY REQUIREMENTS

- A. **FIRST ENVELOPE** shall contain the following ELIGIBILITY DOCUMENTARY REQUIREMENTS (legal, technical and financial eligibility documents) and TECHNICAL DOCUMENTARY REQUIREMENTS:

1	CERTIFICATE OF PHILGEPS REGISTRATION (Annex “H” CONSOLIDATED GUIDELINES FOR THE ALTERNATIVE METHODS OF PROCUREMENT)
2	STATEMENT/ LIST OF SINGLE LARGEST COMPLETED CONTRACT(SLCC) SIMILAR TO THE CONTRACT TO BE BID <u>WITHIN THE LAST TWO (2) YEARS</u> Statement identifying the bidder’s single largest completed contract similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of goods.

	<p>The prospective bidder must have completed a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC.</p> <p>Please provide the name, date, kinds of goods/services, amount for each project and date of delivery and attach the notice of acceptance or official receipt/s issued for said project/s</p> <p>BIDDER MAY SUBMIT IN LIEU OF THE SLCC IF PROVIDED UNDER THE BID BULLETIN OR TERMS OF REFERENCE/SCOPE OF WORK/SPECIFICATIONS THE FOLLOWING:</p> <p>Statement identifying at least two (2) largest completed contract of the bidder similar to the contract to be bid. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required below.</p> <p>The prospective bidder must have completed at least two (2) contracts that is similar to the contract to be bid, and whose aggregate total value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above in accordance with Section 23.5.1.3 of the IRR of RA 9184.</p> <p>Please provide the name, date, kinds of goods/services, amount for each project and date of delivery and attach the notice of acceptance or official receipt/s issued for said project/s</p>
3	<p>STATEMENT / LIST OF ALL ONGOING GOVERNMENT AND PRIVATE PROJECTS/CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY</p> <p>Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.</p> <p>The list shall provide the name, date, kinds of goods/services, amount for each project, value of outstanding contract and date of delivery.</p>
4	<p>NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION</p> <p>Submission of prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) which must be equal to the Approved Budget for the Contract (ABC).</p> <p>(NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.)</p> <p><u>In lieu of NFCC computation, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.</u></p>
5	<p>VALID JOINT VENTURE AGREEMENT (JVA) ORNOTARIZED STATEMENTS FROM ALL THE POTENTIAL JOINT VENTURE PARTNERS</p> <p>For Goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.</p> <p>Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents (<i>Please refer to item I (A) nos. 5, 6, 7 and 8</i>) by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p> <p>Each partner of the joint venture shall submit the following documents which includes:</p> <ol style="list-style-type: none"> CERTIFICATE OF PHILGEPS REGISTRATION PROOF OF REGISTRATION

	<ul style="list-style-type: none"> c. MAYOR'S PERMIT/MUNICIPAL LICENSE d. TAX CLEARANCE d. TAXPAYER'S IDENTIFICATION NUMBER (TIN) e. LATEST INCOME TAX RETURN f. BUSINESS TAX RETURNS g. NOTARIZED OMNIBUS SWORN STATEMENT h. NOTARIZED AUTHORITY OF THE SIGNATORY <p>Please be informed that persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.</p>
6	<p>BID SECURITY</p> <p>The bid security in the prescribed form, amount, should be valid for a period of one hundred twenty (120) days from the date of the opening of bids and shall be denominated in Philippine peso and posted in favor of the Senate of the Philippines.</p> <p>(Please refer to Instruction to Bidders Item II for the acceptable form and corresponding percentage)</p>
7	<p>TECHNICAL SPECIFICATIONS, WHICH MAY INCLUDE PRODUCTION/DELIVERY SCHEDULE, MANPOWER REQUIREMENTS, AND/OR AFTER-SALES SERVICE/PARTS, IF APPLICABLE</p> <ul style="list-style-type: none"> a. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. b. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. c. The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.
8	<p>NOTARIZED OMNIBUS SWORN STATEMENT</p> <p>The omnibus sworn statement executed by the bidder, or its duly authorized representative, shall contain the following:</p> <ul style="list-style-type: none"> a. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable; b. It is not "blacklisted" or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB; c. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct; d. It is authorizing the HoPE or his duly authorized representative/s to verify all the documents submitted; e. It complies with the disclosure provision under Section 47 of the Act and this IRR, in relation to other provisions of R.A. 3019; f. It complies with existing labor laws and standards; g. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; h. It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
9	<p>AUTHORITY OF THE SIGNATORY</p> <p>Submit any of the following:</p> <ul style="list-style-type: none"> a. For Corporation/Partnership/Cooperatives/Joint Venture – Board Resolution/Secretary's Certificate indicating signatory to the contract b. For Sole Proprietor – Notarized Authorization/Special Power of Attorney
10	<p>TAXPAYER'S IDENTIFICATION NUMBER (TIN)</p>

- B. **SECOND ENVELOPE** shall contain the following FINANCIAL COMPONENT/DOCUMENTARY REQUIREMENT/S:

1	NOTARIZED BID FORM Only Notarized Bid Form / "Blue Sheet/s" with the BAC dry seal shall be submitted. Failure to do so is a ground for disqualification;
2	DETAILED ESTIMATE/PRICE SCHEDULE, IF APPLICABLE

II. BIDDER'S SECURITY

- A. Bidders shall submit a bid security in accordance with the following schedule to be placed inside the First Envelope. (Please refer to item I (A) no. 10)

FORM OF BID SECURITY	AMOUNT OF BID SECURITY (Equal to Percentage of the ABC)
1. Cash or cashier's / manager's check issued by the Universal or Commercial bank payable to the Senate of the Philippines.	Two percent (2%)
2. Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank payable to the Senate of the Philippines.	
3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
4. Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
5. NOTARIZED BID SECURING DECLARATION	In accordance with Section 27 of the Implementing Rules and Regulations of Republic Act No. 9184, Government Procurement Policy Board (GPPB) Resolution No. 03-2012 and GPPB Resolution No. 15-2014

- B. The bid validity shall at least be 120 calendar days from the opening of the bids.
- C. The bid security shall be returned only after the bidder has signed the contract and furnished the Performance Security, except to those declared by the BAC as failed or post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest.
- D. All bids shall be in Philippine currency.

III. RECEIPT AND OPENING OF BIDS

- A. Deadline for the submission of envelopes containing the technical and financial proposals for the bidding shall not be later than the date and time provided in the Invitation to Bid and/ Bid Bulletin/s. Bidders shall submit three (3) sets of documents: One (1) – original / certified true copy and two (2) copies, all properly marked on the face of each envelope.
- B. All envelopes shall be dropped in the bid box located at the Office of the Deputy Secretary for Administrative and Financial Services, Room 408, 4th Floor, Senate of the Philippines, GSIS Building,

Roxas Boulevard, Pasay City. Documentary requirements and bids submitted after the deadline shall not be accepted by the BAC.

- C. The First Envelope of prospective bidder/s shall be opened first by the BAC to determine completeness of each requirement. A non-discretionary PASS / FAIL criterion shall be used to determine if a bidder is either "Eligible" or "Ineligible". If a prospective bidder submits all documents required in the First Envelope, it shall be rated "Passed" and considered eligible to participate in the bidding. For those found ineligible, the rating is "Failed".
- D. Subject to the provisions of RA 9184, the Second Envelope containing the Financial Document/s of those found ineligible shall be returned unopened after the bidder signs a waiver for filing a motion for reconsideration / protest.
- E. A bidder who fails to comply with the required bid security shall be disqualified from participating in the bidding.
- F. The Second Envelope of bidder/s found to have submitted the required Eligibility and Technical documents will be opened.
- G. A bidder shall be disqualified under the following conditions, among others:
 - a. bid submitted is higher than the approved budget;
 - b. bid proposal has erasure/alterations unless countersigned by the bidder; and
 - c. bid proposal is not notarized.
- H. Notwithstanding the eligibility of a prospective bidder, the Senate reserves the right to review its qualification at any stage of the procurement process, including validation of documents with concerned agencies and/or private entities.

IV. PERFORMANCE SECURITY

The winning bidder shall post/submit within 10 calendar days after receipt of the Notice of Award a Performance Security in accordance with the following schedule:

FORM OF PERFORMANCE SECURITY	AMOUNT (Equal to Percentage of the Total Contract Price)
1. Cash or cashier's / manager's check issued by the Universal or Commercial bank payable to the Senate of the Philippines.	Goods & Consulting Services- Five percent (5%)
2. Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank payable to the Senate of the Philippines.	
3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
4. Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

properly executed and payable to the Senate of the Philippines for one (1) whole year, except for prepaid contract which will require 100% Performance Security. The Performance Security is necessary for the processing and release of the contract/Purchase Order/Job Order, as the case

may be. Failure of the winning bidder to post/submit the required Performance Security within the specified period shall render the award null and void.

V. PAYMENTS

Unless specified, all transactions shall be on government terms only: No Downpayment, No C.O.D., No Advance Payment.

VI. PREPARATION OF CONTRACT

The contract shall be prepared by the Senate of the Philippines.

VII. THE SENATE OF THE PHILIPPINES RESERVES THE RIGHT TO:

- A. Review all eligibility requirements/documents and waive any defect/s contained therein;
- B. Reject any or all bids;
- C. Confiscate the bid security and/or pursue appropriate legal action should the winning bidder refuse to accept the award;
- D. Confiscate the Performance Security in addition to any case that may be filed, should the winning bidder be found guilty of misrepresentation or dishonesty from the documents submitted, or have violated RA 9184 and its IRR; and/or
- E. Accept the offer most advantageous to the government.

Any decision made by the Senate is final and executory. Moreover, the Senate of the Philippines assumes no obligation whatsoever to compensate or indemnify the bidders for any expense or loss they may incur for participating in the bidding.

Republic of the Philippines
SENATE
Pasay City
BIDS AND AWARDS COMMITTEE (BAC)

BID FORM

ONE (1) LOT GASOLINE AND DIESEL FUEL FOR CY 2021 (TWO-FAILED BIDDINGS)

Note: Completeness of the bid. Unless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified.
In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government. (Section 32.2.1 a of the IRR of RA 9184) DONOT LEAVE ANY BLANKS

	PARTICULARS / CRITERIA / DESCRIPTION	ABC PHP	TOTAL BID PRICE (Inclusive of all taxes)
1	<p>The bidder must have at least one service station within 5 KILOMETERS USING ACCESSIBLE ROAD from the Senate. No accessible service station from the Senate is DISQUALIFIED.</p> <p>ADDITIONAL POINTS of 10 may be earned PER ADDITIONAL SERVICE STATION WITHIN 5 KILOMETERS USING ACCESSIBLE ROAD from the Senate.</p>	<p>COMPLY / NON-COMPLYING</p> <p>Provide at least one (1) service station within five (5) kilometers from the Senate. (Please indicate other stations in Metro Manila)</p>	
2	<p>The bidder may require a deposit provided it will not exceed Php 200,000.00. Above the required amount of deposit is DISQUALIFIED.</p>	<p>How much deposit do you require?</p>	PHP

3	ADDITIONAL POINTS may be earned as follows:		COMPLY / NON-COMPLYING	
	DEPOSIT (PHP)	ADDITIONAL POINTS		
	200,000.00	0		
	196,001.00	199,999.00	1	
	192,001.00	196,000.00	2	
	188,001.00	192,000.00	3	
	184,001.00	188,000.00	4	
	180,001.00	184,000.00	5	
	176,001.00	180,000.00	6	
	172,001.00	176,000.00	7	
	168,001.00	172,000.00	8	
	164,001.00	168,000.00	9	
	160,001.00	164,000.00	10	
	156,001.00	160,000.00	11	
	152,001.00	156,000.00	12	
	148,001.00	152,000.00	13	
	144,001.00	148,000.00	14	
	140,001.00	144,000.00	15	
	136,001.00	140,000.00	16	
	132,001.00	136,000.00	17	

128,001.00	132,000.00	18
124,001.00	128,000.00	19
120,001.00	124,000.00	20
116,001.00	120,000.00	21
112,001.00	116,000.00	22
108,001.00	112,000.00	23
104,001.00	108,000.00	24
100,001.00	104,000.00	25
96,001.00	100,000.00	26
92,001.00	96,000.00	27
88,001.00	92,000.00	28
84,001.00	88,000.00	29
80,001.00	84,000.00	30
76,001.00	80,000.00	31
72,001.00	76,000.00	32
68,001.00	72,000.00	33
64,001.00	68,000.00	34
60,001.00	64,000.00	35
56,001.00	60,000.00	36
52,001.00	56,000.00	37
48,001.00	52,000.00	38
44,001.00	48,000.00	39
40,001.00	44,000.00	40
36,001.00	40,000.00	41
32,001.00	36,000.00	42
28,001.00	32,000.00	43
24,001.00	28,000.00	44
20,001.00	24,000.00	45
16,001.00	20,000.00	46
12,001.00	16,000.00	47
8,001.00	12,000.00	48
1.00	8,000.00	49
	0	50

CERTIFICATION

This is to certify that I have read and understood all information contained herein including the Senate approved Scope of Work and Specifications for the aforementioned undertaking, and that I agree to abide by the provisions thereof.

Submitted:

Name of Company

BY:

SIGNATURE: _____

NAME IN PRINT: _____

DESIGNATION: _____

DATE: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____ at _____ affiant exhibiting to me his/her
with no. _____, issued at _____ on _____.

Notary Public

until _____

PTR No. _____

Issued on _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



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

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.