

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	PHP3,300,000.00	PHP3,300.00	CASH: PHP66,000.00 BOND: PHP165,000.00	One (1) Year

Bidders should have completed a contract similar to the Project.

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

BIDDING ACTIVITIES	TIME AND DATE VENUE
POSTING OF INVITATION TO BID	Starting December 8, 2020 PHILGEPS, SENATE WEBSITE AND BULLETIN BOARDS
ISSUANCE AND AVAILABILITY OF BID DOCUMENTS	Starting December 8, 2020 until January 20, 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	December 15, 2020 @ 3:00pm 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 are required of the following before entering the Senate premise: a. NO WALK-INS. Request for appointment with the Bids and Awards Committee Secretariat Office at the numbers below. Appointments must be made AT LEAST ONE (1) DAY BEFORE the scheduled visit/purchase; b. Submit and Present a valid Medical Certificate with the Senate Medical and Dental Bureau; c. Wearing of Face Shield and Face Mask with Senate Premises; d. Only one (1) representative per company are permitted to attend the meeting in compliance with physical distancing; Those bidders who opt to access and attend the meeting online are required to submit the following: a. Formally request or interest to participate the bidding with and provide their respective email for purposes of sending the invitation; b. Download WEBEX application for android or Desktop and register an account; c. Only one (1) representative per company is permitted to access the online meeting.
DEADLINE FOR SUBMISSION OF BIDS	January 25, 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 AT THE CONTACT NUMBERS BELOW.
OPENING OF BIDS	January 26, 2020 @ 3:00pm 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 are required of the following before entering the Senate premise: a. NO WALK-INS. Request for appointment with the Bids and Awards Committee Secretariat Office at the numbers below. Appointments must be made AT LEAST ONE (1) DAY BEFORE the scheduled visit/purchase; b. Submit and Present a valid Medical Certificate with the Senate Medical and Dental Bureau; c. Wearing of Face Shield and Face Mask with Senate Premises; d. Only one (1) representative per company are permitted to attend the meeting in compliance with physical distancing; All bidders who purchased the Bid Documents may opt to access and attend the meeting online. WEBEX invitation shall be sent through email. Only one (1) representative per company is permitted to access 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 abovementioned. 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 at the venue abovementioned. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address abovementioned. Late bids shall not be accepted.

7. Bidders shall drop 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 refer to Bids and Awards Committee Secretariat Office Rm. 401, 4/F Senate of the Philippines, GSIS Building, Roxas Boulevard, Pasay City with contact nos. (02) 8552-66-01 local 1602 / 1412 and (02) 8552-67-93 (c/o Mr. Mark Theodore E. Magbuhos, OIC Head BAC Secretariat).

(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

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.