



REPUBLIC OF THE PHILIPPINES

# Senate

Pasay City

## INVITATION TO BID FOR “CY 2024 RENTAL OF PHOTOCOPIER MACHINE (BLACK & WHITE)”

1. The *Senate of the Philippines (Senate)*, through the *National Expenditure Program of 2024* intends to apply the sum of the ABC to payments under the contract for *Project Identification No. 23-06-479*. 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
Php3,700,000.00	Php3,700.00	CASH: Php74,000.00/ BOND: Php185,000.00/ BSD	One (1) year - 2024	TWO (2) YEARS from the date of submission and receipt of bids

	BIDDING ACTIVITIES	TIME, DATE AND VENUE	
A	ISSUANCE AND AVAILABILITY OF BIDDING DOCUMENTS	Start of Availability: November 10, 2023 @ 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	PLEASE CALL THE SENATE BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT OFFICE FOR DETAILS ON HOW TO PURCHASE THE BIDDING DOCUMENTS. (Interested bidders may also refer to item no. 5 below)
B	PRE-BID CONFERENCE	November 21, 2023 @ 3:30 pm Senate of the Philippines, 2 <sup>nd</sup> Floor, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	PLEASE CALL THE SENATE BAC SECRETARIAT OFFICE FOR DETAILS ON HOW TO JOIN THE PRE-BIDDING CONFERENCE. (Interested bidders may refer to item no. 6 below)
C	DEADLINE FOR WRITTEN CLARIFICATION	November 23, 2023 @ 12:00 nn Senate of the Philippines Main Gate, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	PLEASE CALL THE SENATE BAC SECRETARIAT OFFICE FOR DETAILS ON HOW TO SUBMIT WRITTEN CLARIFICATIONS
D	CLOSING DATE/DEADLINE FOR SUBMISSION OF BIDS	December 4, 2023 @ 12:00 nn Senate of the Philippines Main Gate, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	PLEASE CALL THE SENATE BAC SECRETARIAT OFFICE FOR DETAILS ON HOW TO SUBMIT THE BIDDING DOCUMENTS.
E	OPENING OF BIDS	December 5, 2023 @ 3:30 pm Senate of the Philippines, 2 <sup>nd</sup> Floor, GSIS Complex, Diokno Blvd., Financial Center, Pasay City	PLEASE CALL THE SENATE 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 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>



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

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



*Prospective Bidders who will attend physically should call the Senate Bids and Awards Committee One (1) working day before the scheduled conference.*

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.*

*Those who will attend physically should call the Senate Bids and Awards Committee One (1) working day before the scheduled opening of bids.*

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)***

  
***ATTY. MARIA VALENTINA S. CRUZ  
Chairperson, Bids and Awards Committee - 1***