



INVITATION TO INTERESTED SERVICE PROVIDERS

PROJECT: SEC ANNUAL REPORTS FILING SERVICE

The Securities and Exchange Commission in fulfilling its objective to maintain an organized and orderly filing of annual reports particularly Audited Financial Statements and General Information Sheets is inviting interested service providers to provide for the following services without cost on the part of SEC.

SERVICE DESCRIPTION

- The service is an organized system that will be called the **SEC ANNUAL REPORTS FILING SERVICE**.
- The service will allow the offsite submission of annual reports in compliance with SEC reportorial requirements.
- The service must have nationwide coverage.

SCOPE OF WORK

The Service Provider must provide a proposal that will include the following:


1. A general description of the proposed solution inclusive of features and functionalities.
2. Procedures for the offsite submission of annual reports.
3. Procedures for the return of a receiving copy of annual reports marked "Received" by the SEC if required by corporate filers.
4. Flowchart of the proposed process.
5. The Service Provider will provide all the technology, equipment and manpower for the service.
6. The Service Provider must present Proposed Solution including the application system. Sample prototype of the proposed system must also be presented.

Other Requirements:

1. The Service Provider must have a proven track record in providing similar solutions to government agencies for at least five (5) years;
2. List of past clients, including the period covered, nature of engagement, and the services being rendered;
3. List of current Clients and copy of the MOA/Contract with the said Client/s.

Interested service providers are required to submit their proposals within Fifteen (15) calendar days from publication of this Notice/Invitation to the SEC BAC Secretariat at the 4th Floor, SEC Bldg, Ortigas Avenue, Mandaluyong City on or before July 2, 2015.

Should you have any clarifications you may contact the BAC Secretariat at tel. no. 584-6654 or 584-5330.


JUSTINA F. CALLANGAN
Chairman
Bids and Award Committee