



Securities and
Exchange
Commission
PHILIPPINES

**INVITATION TO BID
(SEC PB No. 2021-02)**

1. The Securities and Exchange Commission (SEC), through the authorized appropriations under the FY 2021 Revised Corporation Code (RCC) intends to apply the sum of **Four Million Four Hundred Thousand Pesos (Php 4,400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **Supply of Services for Document Conversion to Digital Format of Audited Financial Statement and General Information Sheet (SEC PB No. 2021-02)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. SEC now invites bids for the above procurement project. Delivery of the Goods is required by not later than 3rd week of March 2021 for a duration of four (4) months. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, 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.
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 9184).

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or corporations 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.

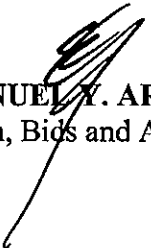
4. Prospective bidders may obtain further information from the SEC-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.
5. A complete set of Bidding Document may be acquired by Interested Bidders on **October 28, 2020** from the given address and websites below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Four Thousand Pesos (Php 4,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.
6. The SEC will hold a Pre-bid Conference on **November 4, 2020, 10:00 am** at the Executive Lounge, 3rd Floor, Secretariat Building, PICC Complex, Pasay City and/or through video conferencing or webcasting via zoom, which shall be open to prospective bidders (please email us on or before 12:00 noon of November 3, 2020 at bacsecrztariat@sec.gov.ph).
7. Bids must be duly received by the BAC Secretariat through manual submission at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City, on or before, **November 18, 2020, 10:00 am**. Late bids shall not be accepted.
8. All Bids must be accompanied by a Bid Security in any acceptable forms and in the amount stated in ITB Clause 14.

9. Bid Opening shall be on **November 18, 2020, 10:00 am at the Executive Lounge, 3rd Floor, Secretariat Building, PICC Complex, Pasay City and/or via zoom.** Bids will be opened in the presence of the bidder's representative who choose to attend the activity (To minimize face to face transaction with the public only one (1) representative for each bidder will be allowed during the opening of bids).
10. The SEC 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 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:

SEC BAC Secretariat
Human Resource and Administrative Department
3rd Floor, Secretariat Building
PICC Complex, Pasay City
Telefax. no.: (632) 8818.5330
Electronic mail: **bacsecretariat@sec.gov.ph**

12. You may visit the following Websites to download the bidding document:
<https://www.sec.gov.ph>.
<https://www.philgeps.gov.ph>

October __, 2020


EMMANUEL Y. ARTIZA
Chairman, Bids and Awards Committee