



Invitation to Bid

1. The **Securities and Exchange Commission (SEC)** through its **Bid and Awards Committee**, now invites Bidders to bids for the hereunder Works:

Project ID No.	:	Public Bidding No. 2023-021
Contract Name	:	Supply of Labor and Materials for the Proposed Renovation and Construction Works at SEC Cagayan de Oro Extension Office
Contract Location	:	SEC Building, Corner 14 th and Tomasaco Del Lara Sts., Cagayan de Oro City
Approved Budget for the Contract (ABC)	:	One Million One Hundred Thousand Pesos (Php 1,100,000.00)
Source of Fund	:	FY 2023 Annual Operating Budget of SEC
Contract Duration	:	Ninety (90) Calendar Days excluding regular holidays
PCAB License	:	Size Range: Small B (General Building) License: C & D

2. 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 non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. The Contract shall be awarded to the Lowest Calculated Responsive Bidder (LCRB) who was determined as such during post-qualification.
4. Interested 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 **May 12, 2023** from the given address and websites below and upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos (Php 1,000.00)**.
6. It may also be downloaded free of charge from the Philippine Government Electronic Procurement System (PhilGEPS) and SEC websites, provided that the bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

The prospective bidders are advised to send an email at nmdelasalast@sec.gov.ph to request for the Payment Assessment Form (PAF), which shall be used for the payment of the abovementioned applicable fee.

Payments should be done over the counter at any Landbank branch nationwide or online through eSPAYSEC.

For over the counter payment at LandBank:

- *Print 2 copies of PAF:*
 - *1 Client Copy*
 - *1 LandBank Copy*

- Accomplish the on Call Payment slip per fund account as indicated on the breakdown summary.
- Use the correct Fund Account and Account No. and provide the below information:
 - Reference Number 1 - PAF No.
 - Reference Number 2 - Name of Payor appearing on the PAF
- Present On Call Payment Slip, together with the PAF, to the LandBank Teller

For online payment:

- Access eSPAYSEC through the link below, enter PAF Reference Number, select your payment: <https://www.sec.gov.ph/sec-payment-portal>
- Enter PAF Reference Number
- Select preferred payment option:
 - Debit/Credit Card
 - Paymaya Wallet/GCash
- Enter email address and verification code
- Click proceed to payment

7. The SEC will hold a Pre-Bid Conference on **May 15, 2023 (Monday) 10:00A.M.** at **HRAD Conference Room, 7th/F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, 1209 Makati City** and/or through video conferencing or webcasting via zoom, which shall be open to prospective bidders.

The prospective bidders are advised to send email at nmdelasalas@sec.gov.ph for the link to join the meeting which will be provided before the scheduled Pre-Bid Conference.

8. Bids must be duly received by the BAC Secretariat through manual submission at the **Procurement Division, 7th/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City**, on or before, **May 29, 2023 (Monday) 10:00A.M.** Late bids shall not be accepted.
9. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
10. Bid Opening shall be on **May 29, 2023 (Monday) 10:15 A.M. at HRAD Conference Room, 7th/F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, 1209 Makati City**. 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)
11. Each Bidder shall submit one **(1) originally signed certified true copy of the original document and two (2) duplicate copies** of the first and second components of its bid. *Bidders must arrange each bid document into sections with tabs properly labeled separating each document according to the provided checklist.*
12. The Securities and Exchange Commission 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to: SEC BAC Secretariat


*Procurement Division
Human Resource and Administrative Department
7/F The SEC Headquarters, 7907 Makati Ave., Salcedo Village,
Bel-Air, 1209 Makati City
Telephone No.: 8818-5330
Email Address: nmdelasalas@sec.gov.ph*

14. You may visit the following websites to download the Bidding Documents:

<https://www.sec.gov.ph>

<https://www.philgeps.gov.ph>

May 5, 2023


ARMANDO A. PAN, JR
Chairman, BAC