



INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES FOR THE SEC HEADQUARTERS

1. The Securities and Exchange Commission (SEC), through the **FY 2024 Annual Operating Budget of SEC**, intends to apply the sum of **Three Million Six Hundred Nine Thousand Eight Hundred Eighty Pesos (Php 3,609,880.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Project under **Public Bidding No. 2024-021**. 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 in FY 2024 as specified in Section VI (Schedule of Requirements) of this Bidding Document. 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) 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 SEC-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 15 May 2024 from the given address and websites below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Five Hundred Pesos (Php2,500.00)**. 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. It may be downloaded free of charge from the Philippines 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 mvabuyog@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 onColl 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 OnColl 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. SEC will hold a **Pre-Bid Conference** on **17 May 2024 (Friday), 9:00 A.M.** at The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 and through video conferencing or webcasting via Zoom application, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, **on or before 31 May 2024 (Friday), 9:00 A.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 14.**
10. **Bid opening** shall be on **31 May 2024 (Friday), 9:15 A.M.** at The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 and via Zoom application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. 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 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.

12. For further information, please refer to:

*Procurement Unit, Supply Chain Division
7th Floor The SEC Headquarters
7907 Makati Ave., Salcedo Village
Bel-Air, Makati City 1209
Telephone No.: 8818-5330
Electronic mail: mvabuyog@sec.gov.ph*

13. You may visit the following websites:

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

10 May 2024

sgd
Armando A. Pan Jr.
BAC Chairman