

Notice of Eligibility and Short Listing

Supply, Delivery, Installation, Configuration, and Implementation of the Fully Functional Document Management System, and Workflow Management System for the Securities and Exchange Commission – Rebidding

1. The Securities and Exchange Commission (hereinafter called “Procuring Entity” has received financing (hereinafter called “funds”) from FY 2024 Annual Operating Budget (hereinafter called the “Funding Source”) toward the cost of Supply, Delivery, Installation, Configuration, and Implementation of the Fully Functional Document Management System, and Workflow Management System for the Securities and Exchange Commission. The Procuring Entity intends to apply a portion of the funds in the amount of One Hundred Seventy Million Pesos (Php170,000,000.00) to eligible payments under the contract for the Procurement Project for which the Bidding Documents is issued.
2. The Procuring Entity now invites bids to provide the following Consulting Services for the development of a document management system and workflow management system. More details on the services are provided in the Terms of Reference (TOR) for the project.
3. The Consultant shall be selected and employed in accordance with Quality-Cost Based Evaluation procedures as described in the Bidding Documents.
4. This notice has been addressed to the following short listed consultants:
 - Comclark Network Technology Corp. & Fortis Technologies Corp. (Joint Venture)
 - Infoshare Management Systems
 - Micro-D International, Inc. & Remax International (Joint Venture)
5. It is not permissible for you to transfer this invitation to any other consultant.
6. The Bidding Documents may be acquired at the Procurement Unit, Management Services Department, 2/F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City during office hours from 8:00 AM to 5:00PM upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Fifty Thousand Pesos (Php50,000.00).

Shortlisted Consultants are advised to send an email at fpbaluyot@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. The Procuring Entity will hold a Pre-Bid Conference on 26 July 2024, 10:00 AM at Conference Room 2/F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City and via Zoom, which shall be open to all short listed consultants.

Yours sincerely,


Armando A. Pan Jr.
BAC Chairman