



**Republic of the Philippines**  
**SECURITIES AND EXCHANGE COMMISSION**  
**Department of Finance**

**INVITATION TO BID**  
**SEC PB NO. 2015-009**

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), intends to apply the sum of **Two Million Five Hundred Thousand Pesos (Php 2,500,000.00)** inclusive of VAT and other taxes being the Approved Budget for the Contract (ABC) chargeable against the General Appropriation Act (GAA) FY 2015 for the **Supply of Services for Document Conversion to Digital Format of Audited Financial Statements (AFS), General Information Sheets (GIS) and Other Reports (herein collectively referred to as reports) received from April to May 2016.** Bids received in excess of the ABC shall be automatically rejected during the bid opening.

SEC now invites bids for the **Supply of Goods for the above-mentioned project.** Bidders should have completed, within three (3) years prior to the deadline for the submission and opening of bids for this project, 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.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act".

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 5183 and subject to Commonwealth Act 138.

A complete set of Bidding Document may be secured by interested bidders starting June 19, 2015 from the Procurement Division, 4<sup>th</sup> Floor, SEC Building, EDSA Greenhills, Mandaluyong City, upon payment of a non-refundable fee of Five Thousand Pesos (Php 5,000.00), pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB).

The significant time and deadline for procurement activities are shown below:


<b>BAC Activities</b>	<b>Schedule/Venue</b>
1. Pre-Bid Conference <i>Note: Pre-bid conference is open only to interested bidders who have purchased the Bidding Documents.</i>	<b>June 26, 2015, 1:30 P.M.</b> at the BAC Conference Room, 9 <sup>th</sup> Floor, SEC Building.
2. Deadline for submission of any written request for clarification <i>Note: Prospective bidders are encouraged to submit written request for clarification/queries prior to the pre-bid conference.</i>	<b>June 30, 2015, 5:00 P.M.</b>
3. Deadline for the submission and receipt of bids	<b>July 8, 2015, on or before 1:30 P.M.</b> at the BAC Conference Room, 9 <sup>th</sup> Floor, SEC Building.
4. Opening of Bids	Immediately after the deadline for submission of bids.

All bids must be accompanied by a Bid Security in any acceptable forms and in the amount stated in ITB clause 18. It will be opened in the presence of the Bidders' representatives who choose to attend at the address stated above. Late Bids shall not be accepted.

The SEC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

SEC BAC Secretariat  
Human Resource and Administrative Department  
4<sup>th</sup> Floor, SEC Building,  
EDSA, Greenhills, Mandaluyong City  
Telefax. no.: (632) 5845330  
Electronic mail: [baecretariat@sec.gov.ph](mailto:baecretariat@sec.gov.ph)  
Website Address: sec.gov.ph.

  
**JUSTINA F. CALLANGAN**  
Chairperson, Bids and Awards Committee