



Republic of the Philippines
SECURITIES AND EXCHANGE COMMISSION
Department of Finance

INVITATION TO BID

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)** being the Approved Budget for the Contract (ABC) chargeable against the General Appropriations Act for FY 2015 (Continuing Budget) in payment for the **Supply of Services for Document Conversion to Digital Format of Audited Financial Statements (AFS) for FY-2015 and General Information Sheets (GIS) received in 2016 (re-bidding)**. Bids received in excess of the ABC shall be automatically rejected during the bids 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 9184), otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or corporation 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 Documents may be acquired by Interested Bidders starting June 6, 2016 from our Procurement Division of Human Resource and Administrative Department, 4th Floor, SEC Building, EDSA Greenhills, Mandaluyong City, upon payment of a non-refundable fee of Two Thousand Five Hundred Pesos (Php 2,500.00), pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB). Bidder who purchased the Bidding Documents on the previous bidding which failed shall pay a minimal amount of Five Hundred Pesos (Php500.00) only.

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

BAC Activities	Schedule/Venue
1. Pre-Bid Conference Note: ➤ <i>Pre-bid conference is open only to interested bidders who have purchased the Bidding Documents.</i> ➤ <i>Prospective bidders are encouraged to submit written request for clarification/queries prior to the pre-bid conference.</i>	June 10, 2016, 10:30 a.m. at the CRMD Conference Room, 2 nd Floor, SEC Building.
2. Deadline for submission of any written request for clarification	June 15, 2016, 5:00 p.m.
3. Deadline for submission of Proof of Concept (POC)	June 15, 2016, 5:00 p.m.
4. Deadline for the submission and receipt of Bids	June 24, 2016, 10:30 a.m. at the Procurement Division, 4 th Floor, SEC Building.
5. Opening of Bids	June 24, 2016, 10:30 a.m. at the CRMD Conference Room, 2 nd Floor, SEC Building.

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, annul the bidding process, and 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
4th Floor, SEC Building,
EDSA, Greenhills, Mandaluyong City
Telefax. no.: (632) 5845330
Electronic mail: bacsecretariat@sec.gov.ph
Website Address: sec.gov.ph.


JOSE P. AQUINO
Chairman, Bids and Awards Committee