



INVITATION TO BID

The Securities and Exchange Commission (SEC), through the authorized appropriations under the FY 2019 National Expenditure Program, intends to apply the sum of **Four Million Pesos (Php 4,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **“Supply of Services for Document Conversion to Digital Format of Audited Financial Statement and General Information Sheet”** for four (4) months. Bids received in excess of the ABC shall be automatically rejected at bid opening.

SEC now invites bids for the project **“Supply of Services for Document Conversion to Digital Format of Audited Financial Statement and General Information Sheet”** for four (4) months. The delivery of the Goods shall be in accordance with the Delivery Schedule under Section VI, Schedule of Requirements. Bidders should have completed, within five (5) 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 2016 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 corporations 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.

Interested bidder may obtain further information from SEC-BAC Secretariat and inspect the Bidding Document at the address given below from 9:00 to 4:00.

A complete set of Bidding Document may be acquired by Interested Bidders starting November 7, 2018 from the address below, upon payment of a non-refundable fee of **Five Thousand Pesos (Php 5,000.00)**.

It may also be downloaded free of charge from the Philippine Government Electronic Procurement System (PhilGEPS) and SEC websites, provided that the Bidder shall pay the applicable fee for the Bidding Documents not later than the submission of bids.

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

BAC Activities	Time/Venue
Pre-Bid Conference	November 14, 2018, 10:00 a.m. at the Function Room A, 2 nd Floor, Secretariat Building, PICC Complex, Pasay City
Deadline for submission of any written request for clarification	November 16, 2018, 5:00 p.m.
Deadline for the submission and receipt of Bids	November 26, 2018 on or before 10:00 a.m. at the Procurement Division, HRAD, 3 rd Floor, Secretariat Building, PICC Complex, Pasay City
Opening of Bids	November 26, 2018, 10:00 a.m. at the Function Room A, 2 nd Floor, Secretariat Building, PICC Complex, Pasay City

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 reject any and all bids, declare a failure of bidding, or not award at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, 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
3rd Floor, Secretariat Building
PICC Complex, Pasay City
Telefax. no.: (632) 818.5330
Electronic mail: bacsecretariat@sec.gov.ph
Website Address: sec.gov.ph.


EMMANUEL Y. ARTIZA
Chairman, Bids and Awards Committee

