



Republic of the Philippines
SECURITIES AND EXCHANGE COMMISSION
SEC Bldg., EDSA, Greenhills, Mandaluyong City
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 and Seventy Thousand Pesos (Php 2,070,000.00)** being the Approved Budget for the Contract (ABC) chargeable against the General Appropriation Act FY 2014 in payment for the **Supply of Goods for the Leasing of 24 Units of Digital Copier Machine for a period of one (1) year**. 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 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 acquired by Interested Bidders starting November 17, 2014 from the Procurement Division, 4th Floor, SEC Building, EDSA Greenhills, Mandaluyong City, upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of Two Thousand Five Hundred Pesos (Php 2,500.00).

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

BAC Activities	Schedule/Venue
1. Pre-Bid Conference <i>Note: Pre-bid conference is open only to interested bidders who have purchased the Bidding Documents.</i>	November 24, 2014 10:00 A.M. at the BAC Conference Room, 9 th Floor, SEC Building.
2. Deadline for submission of any written request for clarification <i>Note: Prospective bidders are encouraged to submit written request for clarifications/queries prior to the pre-bid conference.</i>	November 27, 2014, 5:00 P.M.
3. Deadline for the submission and receipt of Bids	December 8, 2014, on or before 10:00 A.M. at the BAC Conference Room, 9 th 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
4th Floor, SEC Building,
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Electronic mail: bacsecretariat@sec.gov.ph
Website Address: sec.gov.ph.



JOSE P. AQUINO
Chairman, Bids and Awards Committee