

Section I. Notice of Eligibility and Short Listing

PROCUREMENT OF CONSULTING SERVICES FOR CONCEPT, DESIGN, AND PRINTING OF THE SEC LEGACY COFFEE TABLE BOOK (PB No. 2024-002)

1. The Securities and Exchange Commission (SEC), through the authorized appropriations under the **FY 2024 Approved Operating Budget of SEC**, intends to apply the sum of **Five Million Five Hundred Thousand Pesos (Php5,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **“Procurement of Consulting Services for Concept, Design, and Printing of the SEC Legacy Coffee Table Book”** (SEC PB No. 2024-002).” Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. Please be informed that your firm has been included among the shortlisted consulting firms, hence we are now inviting you to submit bid/technical and financial proposals for the foregoing Consultancy Services. Details on the Services are provided in the Terms of Reference (TOR).
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 is addressed to the shortlisted Consultant: **Studio 5 Designs, Inc.**
5. It is not permissible for the shortlisted Consultants to transfer this invitation to any other Consultant.
6. The shortlisted Consultant/s may obtain further information from the Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M.
7. The Bidding Documents may be acquired by the shortlisted Consultant starting on 04 February 2024 from the address below and upon payment of a fee in the amount of Five Thousand Pesos (Php5,000.00).

These documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the SEC website, provided that the Bidder/s shall pay the applicable fee for the Bidding Documents not later than the submission of its/their bid/s.



8. The SEC will hold a Pre-Bid Conference on 12 February 2024, 11:00 A.M., which shall be attended by the shortlisted Consultants, at the Conference Room, 7/F SEC Headquarters, 7907 Makati Ave., Salcedo Village Brgy. Bel-Air, Makati City and through video-conferencing/web casting via Zoom.

The shortlisted Consultant/s attending via online platform are advised to log on in Zoom and wait for further advice to join the BAC meeting room, the link of which shall be provided to the shortlisted Consultants before the start of the Pre-Bid Conference.

9. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 26 February 2024, 10:00 AM. Late bids shall not be accepted.
10. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.

Bid opening shall be on 26 February 2024 at 10:15 AM. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the specified location shall likewise join the meeting via video conferencing.

Bidders are advised to first log on in Zoom and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.

11. The SEC reserves the right to reject any and all bids declare a failure of bidding at any time prior to contract award or not award the contract in accordance with Section 35.6 and 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

SEC – BAC Secretariat
Procurement Division, Human Resource and Administrative Department
Securities and Exchange Commission
7F SEC Headquarters, 7907 Makati Ave., Salcedo Village
Brgy. Bel-Air, Makati City
Email address: mvabuyog@sec.gov.ph

13. You may visit the following websites to download the Bidding Documents
<https://www.philgeps.gov.ph>
<https://www.sec.gov.ph>



02 February 2024


ARMANDO A. PAN JR.
Chairman