



Invitation to Bid for the Supply of Labor and Materials for the SEC Studio/Mini Auditorium

1. The **Securities and Exchange Commission (SEC)**, through the **FY 2024 Annual Operating Budget of SEC**, intends to apply the sum of **Twenty Million Pesos (Php 20,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply of Labor and Materials for the SEC Studio/Mini Auditorium** under **Public Bidding No. 2024-012**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **SEC** now invites bids for the above Procurement Project. Completion of the Works is required within **three (3) months from the issuance of the Notice to Proceed or from the date stated therein**. Bidders should have completed 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).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from the SEC and inspect the Bidding Documents at the address given below from 8:00AM to 5:00PM.
5. A complete set of Bidding Documents may be acquired by interested bidders on 10 May 2024 from the given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Seventeen Thousand Five Hundred Pesos (Php 17,500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees physically or electronically.

Interested bidders are advised to send an email at cnecastillo@sec.gov.ph to request for the Payment Assessment Form (PAF), which shall be used for the payment of the abovementioned applicable fee.

Payments should be done over the counter at any Landbank branch nationwide or online through eSPAYSEC.

For over-the-counter payment at LandBank:

- Print 2 copies of PAF:
 - 1 Client Copy
 - 1 LandBank Copy

- Accomplish the on-Call Payment slip per fund account as indicated on the breakdown summary.
- Use the correct Fund Account and Account No. and provide the below information:
 - Reference Number 1 - PAF No.
 - Reference Number 2 - Name of Payor appearing on the PAF
- Present On Call Payment Slip, together with the PAF, to the LandBank Teller

For online payment:

- Access eSPAYSEC through the link below, enter PAF Reference Number, select your payment: <https://www.sec.gov.ph/sec-payment-portal>
 - Enter PAF Reference Number
 - Select preferred payment option:
 - Debit/Credit Card
 - Paymaya Wallet/GCash
 - Enter email address and verification code
 - Click proceed to payment
6. The SEC will hold a Pre-Bid Conference on **17 May 2024 (Friday) at 1:00 P.M.** at the **Conference Room, 7/F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City** and/or through video conferencing or webcasting via zoom.
- Interested bidders are advised to send email at encdcastillo@sec.gov.ph and request the link/credentials to join the meeting which will be provided before the scheduled Pre-Bid Conference.
7. Bids must be duly received by the BAC Secretariat through manual submission at the **Procurement Unit, 7/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City** on or before **31 May 2024 (Friday) at 1:00 P.M.** Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16.**
9. Bid Opening shall be on **31 May 2024 (Friday), 1:15 P.M.** at the **Conference Room, 7/F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City.**
10. Each Bidder shall submit one **(1) set** of the first and second components of its bid. Bidders must arrange each bid document into sections with tabs properly labeled separating each document according to the provided checklist.
11. SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:



*SEC BAC Secretariat
Procurement Unit, Supply Chain Division
Management Services Department
7/F The SEC Headquarters, 7907 Makati Ave.
Salcedo Village, Bel-Air, 1209 Makati City
Telephone No.: 8818-5330
Email Address: cndcastillo@sec.gov.ph*

13. You may visit the following websites to download the Bidding Documents:

*<https://www.sec.gov.ph>
<https://www.philgeps.gov.ph>*

10 May 2024


ARMANDO A. PAN, JR.
Chairman, BAC