



Republic of the Philippines
SECURITIES AND EXCHANGE COMMISSION
Department of Finance

INVITATION TO BID

The Securities and Exchange Commission (SEC), pursuant to the General Appropriations Act of the CY2015 Annual Procurement Plan intends to apply the sum of **One Million Three Hundred Thousand Pesos (P1,300,000.00), inclusive of VAT and other applicable taxes** being the Approved Budget for the Contract (ABC) as payment for the **Rental of Two (2) Brand New Units of Microfilm Reader/Printer Machine with no-operator (Re-Bidding)**. Bids received in excess of the ABC shall be automatically rejected during the bid opening.

SEC now invites bids for the **Rental of Two (2) Brand New Units of Microfilm Reader/Printer Machine with no-operator (Re-Bidding)**. 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 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 bidders may obtain further information from SEC BAC Secretariat and check the Bidding Documents at the address given below during office hours from 8:00am – 5:00pm.

A complete set of Bidding Documents may be obtained by Interested Bidders starting November 9, 2015 from our Procurement Division, Human Resources and Administrative Department, 4th Floor, SEC Building, EDSA Greenhills, Mandaluyong City, upon payment of a non-refundable fee of Five Thousand Pesos (P5,000.00), pursuant to the latest Guidelines issued by the GPPB.

The significant time and deadline 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 12, 2015, 9:00 AM 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 13, 2015, 5:00 PM at the BAC Secretariat Office, 4 th Floor, SEC Building |
| 3. Demonstration of the proposed unit (offsite or onsite) to test the capability of the machine | Before the deadline of submission of bids |
| 4. Deadline for submission and receipt of Bids | November 25, 2015, 9:00 AM at BAC Secretariat Office, 4 th Floor, SEC Building. |
| 5. Opening of Bids | November 25, 2015, 10:00 AM at the BAC Conference Room, 9 th Floor SEC Building |
| 5. Deadline for Submission of Post-Qualification Documents | November 27, 2015, 5:00 PM at the BAC Secretariat Office, 4 th Floor, SEC Building. |

All bids must be accompanied by a Bid Securing Declaration or a Bid Security in any acceptable form and in the amount stated in ITB clause 18. The bids will be opened in the presence of the Bidders' representative/s 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 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: <http://www.sec.gov.ph>.


JUSTINA F. CALLANGAN 
Chairman, Bids and Awards Committee