



Bids and Awards Committee

INVITATION TO BID

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC) intends to apply the sum of **Ten Million Eight Hundred Fifty Thousand Pesos (Php 10,850,000.00)** being the Approved Budget for the Contract (ABC) chargeable against the Continuing General Appropriations Act for FY 2015 in payment for the **Supply of Goods for the Janitorial Manpower and Utility Services for SEC Main Office and Extension Offices 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 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.

A complete set of Bidding Document may be secured by Interested Bidders starting July 18, 2016 from our Procurement Division of Human Resource and Administrative Department, 4th Floor, SEC Building, EDSA Greenhills, Mandaluyong City, upon payment of a non-refundable fee of Five Thousand Pesos (Php 5,000.00), pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB).

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

BAC Activities	Schedule/Venue
1. Pre-Bid Conference Note: <ul style="list-style-type: none"> • <i>Pre-bid conference is open only to interested bidders who have purchased the Bidding Documents.</i> • <i>Prospective bidders are encouraged to submit written request for clarification/queries prior to the pre-bid conference.</i> 	July 22, 2016, 9:00 a.m. at the CRMD Conference Room, 2 nd Floor, SEC Building.
2. Deadline for submission of any written request for clarification	July 26, 2016, 5:00 P.M.
3. Deadline for the submission and receipt of Bids	August 5, 2016 on or before 9:00 a.m. at the Procurement Division, 4 th Floor, SEC Building.
4. Opening of Bids	August 5, 2016, 9:00 a.m. at the CRMD Conference Room, 2 nd Floor, SEC Building.

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, annul the bidding process, and 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
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Electronic mail: bacsecretariat@sec.gov.ph
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JOSE P. AQUINO
Chairman, Bids and Awards Committee