



**Securities and
Exchange
Commission**
PHILIPPINES

Bids and Awards Committee

INVITATION FOR NEGOTIATED PROCUREMENT

In view of two (2) failed biddings, the Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), invites interested bidders to participate in the Negotiated Procurement for the **Supply of Services for Document Conversion to Digital Format of Audited Financial Statements (AFS) for FY-2015 and General Information Sheets (GIS) received in 2016** with an Approved Budget for the Contract (ABC) of **Two Million Five Hundred Thousand Pesos (Php 2,500,000.00)** in accordance with Section 53.1 Two Failed Bidding as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA 9184), otherwise known as the "Government Procurement Reform Act".

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

BAC Activities	Schedule/Venue
1. Initial Meeting	October 21, 2016, 11:00 a.m. at the CRMD Conference Room, 2 nd Floor, SEC Building, Mandaluyong City
2. Schedule of demonstration of Proof of Concept (POC) Note: <i>Bidders who have been previously issued Certificate of Acceptance of POC by the SEC end user Department need not undergo the POC process again.</i>	October 26, 2016, 9:00 a.m. to 5:00 p.m.
3. Deadline for submission of best and final offer	October 28, 2016 on or before 10:00 a.m. at the Procurement Division, 4 th Floor, SEC Building.
4. Opening of best and final offer	October 28, 2016, 10:30 a.m. at the CRMD Conference Room, 2 nd Floor, SEC Building, Mandaluyong City

For more details on this project, please refer to Section VI. Schedule of Requirements and Section VII Technical Specifications.

The following documents shall be submitted on or before the deadline for the submission of best and final offer:

I. First Envelope:

1. Authority of Signatory
2. Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
3. Valid Mayor's Permit;
4. Valid Tax Clearance
5. Statement of Single similar completed contract whose value must be at least fifty percent (50%) of the ABC, within three (3) years prior to the deadline for the submission of bids for this project;
6. List of all on-going and awarded government & private contract, whether similar or not similar in nature and complexity of the contract to be bid;
7. Latest Audited Financial Statement
8. NFCC Computation in accordance with ITB Clause 5.5
9. Bid Security issued in favor of SEC shall be either in the following forms and amount:
 - i. 2% of the ABC, if cash or cashier's/manager's check;
 - ii. 5% of the ABC if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - iii. Bid Securing Declaration.
10. Compliance with the Schedule of Requirement (Section VI)
11. Compliance with the Technical Specifications (Section VII)
12. Omnibus Sworn Statement

13. Certificate of acceptance of **Proof of Concept (POC)**
14. Latest Income Tax Return
15. Latest Business Tax Return and proof of payment for the six (6) months submission and receipt of *bids (Only tax return filed and taxes paid Filing and Payment System (EFPS) shall be accepted)*
16. BIR Registration Certificate
17. Valid PhilGEPS Registration
18. Certificate of No Derogatory Information issued by SEC CRMD (applied)

II. Second Envelope:

1. Bid Proposal
2. Bid Price Schedule

The SEC reserves the right to accept or reject any offer, to annul the negotiated offers at any time prior to contract award, without thereby incurring liability to

For further information, please refer to:

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JOSE P. AQUINO
Chairman, Bids and Awards Committee