



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 bidder 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".

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

The following eligibility and technical documents as well as the Financial Proposal Form shall be submitted on or before July 29, 2016, 10:00 a.m. at Procurement Division, 4th Floor, SEC Building, Mandaluyong City:

- a. Authority of Signatory
- b. Securities and Exchange Commission/Department of Trade and Industry Registration Certificates
- c. Valid Mayor's Permit;
- d. Valid Tax Clearance
- e. 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;
- f. 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;
- g. Latest Audited Financial Statement
- h. 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.
- i. Compliance with the Schedule of Requirement (Section VI)
- j. Compliance with the Technical Specifications (Section VII)
- k. Omnibus Sworn Statement
- l. Certificate of Proof of Acceptance (POC)

An initial meeting for the negotiated procurement with interested suppliers will be conducted on July 22, 2016, 10:00 a.m. The Opening of eligibility document, technical documents and financial proposal will be on July 29, 2016, 10:00 a.m.

The SEC reserves the right to accept or reject any offer, to annul the negotiation process and to reject all offers at any time prior to contract award, without thereby incurring liability to affected bidder/s.

For further information, please refer to:

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JOSE P. AQUINO
Chairman, Bids and Awards Committee