



Bids and Awards Committee

INVITATION FOR NEGOTIATED PROCUREMENT

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) and General Information Sheets (GIS)**, with an Approved Budget for the Contract (ABC) of **Three Million Five Hundred Thousand Pesos (Php 3,500,000.00)** 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	September 22, 2017, 10:00 a.m. at the Function Room A, 2 nd Floor, Secretariat Building, PICC Complex, Pasay City
2. Deadline for submission of best and final offer	October 3, 2017 on or before 10:00 a.m. at the Procurement Division, HRAD, 3 rd Floor, Secretariat Building, PICC Complex, Pasay City
3. Opening of best and final offer	October 3, 2017, 10:00 a.m. at the Function Room A, 2 nd Floor, Secretariat Building, PICC Complex, Pasay 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. Philgeps Registratin
2. Registration Certificate from SEC/DTI/CDA
 - Securities and Exchange Commission (SEC) – for partnership/corporation; and
 - Department of Trade and Industry (DTI) – for sole proprietorship;
3. Valid and Current Mayor’s Permit
4. Tax Clearance per Executive Order No. 398
5. Latest Audited Financial Statement stamped “received” by the BIR or its duly accredited and authorized institutions
6. Statement of all Ongoing Contracts including Awarded but not yet Started Government & Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid
7. Single similar completed contract whose value must be at least fifty percent (50%) of the ABC, within five (5) years prior to the deadline for the submission of bids for this project;
8. Net Financial Contracting Capacity (NFCC) computation or committed Line of Credit from a universal or commercial bank
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. Authority of Signatory
13. Omnibus Sworn Statement

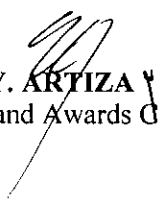
II. Second Envelope:

1. Bid Proposal
2. Bid Price Schedule

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:

SEC BAC Secretariat
Human Resource and Administrative Department
3rd Floor, Secretariat Building
PICC Complex, Pasay City
Telefax. no.: (632) 818.5330
Electronic mail: bacsecretariat@sec.gov.ph
Website Address: sec.gov.ph.


EMMANUEL Y. ARTIZA
Chairman, Bids and Awards Committee