



**INVITATION TO BID  
(SEC PB No. 2019-005)**

The Securities and Exchange Commission (SEC), through General Appropriations Act for FY 2019 intends to apply the sum of **Two Million Nine Hundred Forty-Three Thousand Four Hundred Ninety-Nine Pesos (Php2,943,499.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Lease Contract for 31 units of Digital Copier Machines for Head Office and all 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 project, **“Lease Contract for 31 units of Digital Copier Machines for Head Office and all Extension Offices for a period of one (1) year”**. Delivery of the Goods shall be in accordance with Delivery Schedule under Section VI. Schedule of Requirements. Bidders should have completed, within five (5) 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 the SEC-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.

A complete set of Bidding Document may be acquired by Interested Bidders starting **May 27, 2019** from the address below, upon payment of a non-refundable fee of Two Thousand Pesos (Php 2,000.00).

It may also be downloaded free of charge from the Philippine Government Electronic Procurement System (PHILGEPS) and SEC websites, provided that the Bidder shall pay the applicable fee for the Bidding Documents not later than the submission of bids,

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

<b>BAC Activities</b>	<b>Time/Venue</b>
Pre-Bid Conference	<b>June 3, 2019, 3:00 p.m.</b> at the Function Room A, 2 <sup>nd</sup> Floor, Secretariat Building, PICC Complex, Pasay City
Deadline for submission of any written request for clarification	<b>June 5, 2019, 5:00 p.m.</b>
Deadline for the submission and receipt of Bids	<b>June 17, 2019 on or before 3:00 p.m.</b> at Procurement Division, 3 <sup>rd</sup> Floor, Secretariat Building, PICC Complex, Pasay City
Opening of Bids	<b>June 17, 2019, 3:00 p.m.</b> at the Function Room A, 2 <sup>nd</sup> Floor, Secretariat Building, PICC Complex, Pasay City

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 reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA No. 9184 and its IRR, 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  
3<sup>rd</sup> Floor, Secretariat Building  
PICC Complex, Pasay City  
Telefax. no.: (632) 818.5330  
Electronic mail: [bacsecretariat@sec.gov.ph](mailto:bacsecretariat@sec.gov.ph)  
Website Address: [sec.gov.ph](http://sec.gov.ph).

  
**EMMANUEL Y. ARTIZA**  
Chairman, Bids and Awards Committee