



INVITATION TO BID FOR THE

LEASE OF COPIER MACHINE FOR SEC HEADQUARTES AND EXTENSION OFFICES

1. The Securities and Exchange Commission (SEC), through the authorized appropriations under the **FY 2023 Annual Operating Budget of SEC** intends to apply the sum of **Three Million Four Hundred Thousand Pesos (Php 3,400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **Lease of Copier Machines for SEC Headquarters and Extension Offices (Public Bidding No. 2023-013)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item Description	Approved Budget for the Contract	Price of Bidding Documents
LEASE OF COPIER MACHINES FOR SEC HEADQUARTERS AND EXTENSION OFFICES	₱ 3,400,000.00	₱ 5,000.00

2. SEC now invites bids for the above procurement project. Delivery of the Goods is required in FY-2023 as specified in Section VI (Schedule of Requirement) of the Bidding Document. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, 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.
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA 9184).

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.

4. Prospective 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.
5. A complete set of Bidding Document may be acquired by Interested Bidders on **March 3, 2023** from the given address and websites below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment

for the fees which will be presented in person, by facsimile, or through electronic means.

6. It may downloadable free of charge from the Philippines Government Electronic Procurement System (PhilGEPS) and SEC websites, provided that the bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

The prospective bidders are advised to send an email at bacsecretariat@sec.gov.ph to request for the Payment Assessment Form (PAF), which shall be used for the payment of the abovementioned applicable fee.

Payments should be done over the counter at any Landbank branch nationwide or online through eSPAYSEC.


For over the counter payment at LandBank:

- Print 2 copies of PAF:
 - 1 Client Copy
 - 1 LandBank Copy
- Accomplish the onColl Payment slip per fund account as indicated on the breakdown summary.
- Use the correct Fund Account and Account No. and provide the below information:
 - Reference Number 1 - PAF No.
 - Reference Number 2 - Name of Payor appearing on the PAF
- Present OnColl Payment Slip, together with the PAF, to the LandBank Teller

For online payment:

- Access eSPAYSEC through the link below, enter PAF Reference Number, select your payment: <https://www.sec.gov.ph/sec-payment-portal>
- Enter PAF Reference Number
- Select preferred payment option:
 - Debit/Credit Card
 - Paymaya Wallet/GCash
- Enter email address and verification code
 - Click proceed to payment

7. The SEC will hold a Pre-Bid on **March 10, 2023, (Friday) 2:00 P.M.** at the **Conference Room, 12th Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village, Bel-Air, 1209 Makati City.** and/or through video conferencing or webcasting via zoom app, which shall be open to prospective bidders .

The prospective bidders are advised to send email at bacsecretariat@sec.gov.ph for the link to join the meeting which will be provided before the scheduled Pre-Bid Conference. 

8. Bids must be duly received by the BAC Secretariat through manual submission at the **Procurement Division, 7th Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village, Bel-Air, 1209 Makati City**, on or before, **March 24, 2023, (Friday) 2:00 P.M.** Late bids shall not be accepted.
9. All Bids must be accompanied by a Bid Security in any acceptable forms and in the amount stated in ITB Clause 14.1.
10. Each Bidder shall submit one (1) originally signed certified true copy of the original document and two (2) duplicate copies of the first and second components of its bid. Bidder must arrange each bid documents into sections with tabs properly labeled separating each document according to the provided checklist.
11. Bid Opening shall be on **March 24, 2023 (Friday) 2:15 P.M. Conference Room, 12th Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village, Bel-Air, 1209 Makati City**. Bids will be opened in the presence of the bidder's representative who choose to attend the activity (To minimize face to face transaction with the public only one (1) representative for each bidder will be allowed during the opening of bids).
12. The Securities and Exchange Commission 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 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:
*Procurement Division
7th Floor, The SEC Headquarters
7907 Makati Ave, Salcedo Village,
Bel-Air, 1209 Makati City
Electronic mail: bacsecretariat@sec.gov.ph*
14. You may visit the following Websites to download the bidding document:
*<https://www.sec.gov.ph>.
<https://www.philgeps.gov.ph>*

March 2, 2023.


ARMANDO A. PAN JR.
Chairman