



INVITATION TO BID  
FOR THE

**SUPPLY AND DELIVERY OF MULTI-PURPOSE PAPER**

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 **Two Million Six Hundred Thirty-Two Thousand Pesos (Php 2,632,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **Supply and Delivery of Multi-Purpose Paper (Public Bidding No. 2023-032)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

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 **18 August 2023 (Friday)** 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 in the amount of Two Thousand Five Hundred Pesos (P2,500.00). 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.

The prospective bidders are advised to send an email at [mvabuyog@sec.gov.ph](mailto:mvabuyog@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

6. It may be 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.

7. The SEC will hold a Pre-Bid on **01 September 2023 (Friday) 9:00 A.M.** at the **Conference Room, 7<sup>th</sup> 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 [mvabuyog@sec.gov.ph](mailto:mvabuyog@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, 7<sup>th</sup> Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village, Bel-Air, 1209 Makati City,** on or before, **15 September 2023 (Friday) 9:00 A.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. **Bidders must arrange each bid document into sections with tabs properly labeled separating each document according to the provided checklist.**

11. Bid Opening shall be on **15 September 2023 (Friday) 9:15 A.M. Conference Room, 7<sup>th</sup> 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 chooses to attend the activity (To minimize face to face transactions 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  
Human Resource and Administrative Department  
7<sup>th</sup> Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village,  
Bel-Air, 1209 Makati City  
Electronic mail: [mvabuyog@sec.gov.ph](mailto:mvabuyog@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>

18 August 2023.

  
**ARMANDO A. PAN JR.**  
Chairman