



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
SECURITIES AND EXCHANGE COMMISSION
DAVAO EXTENSION OFFICE
Univ. Ave., Juna Subd., Matina, Davao City

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The SECURITIES & EXCHANGE COMMISSION, Davao Extension Office, through its Bids and Awards Committee (BAC) intends to apply the sum of **THREE MILLION Pesos (P 3.0 Million)** being the Approved Budget for the Contract (ABC) as payment under the service contract for the hiring of Consultant and Management Firm to prepare the plans and designs and project management for the proposed construction of a two-storey SEC Building located at c/o SEC-Davao Extension Office, Cesario St, Davao City. Bids received in excess of the ABC shall be automatically rejected at opening of the financial proposals.

The SEC now calls for the submission of the Letters of Intent (LOI) from potential bidders on or before **January 15, 2009** from 8:00 to 5:00 pm at the SEC-Davao Extension, 3rd Floor, Amya Building, corner Tulip Drive and Quimpo Avenue, Matina, Davao City and secure the eligibility Documents there from by paying the non-refundable fee of Php 1,000.00. Applications for Eligibility will be evaluated on a "pass or fail" basis. The last day for the submission of the accomplished eligibility documents shall be on the date of the opening of the eligibility documents at **January 27, 2009 10:00 pm** at the aforementioned address. Only those that are shortlisted will be entitled to the submit bids.

The BAC shall draw up the short list of consultants from those who have submitted LOIs and have been determined as eligible both in accordance with the provision of the RA 9184 and its Implementing Rules and Regulation Part A (IRRA-A). The criteria and rating system for shortlisting are:

- a.) Experience and track record for the Firm (at least 3 years in Operation 45 pts
- b.) Qualification of licensed Personnel to be assigned the Job. 45 pts
- c.) Equipment Capability (List of equipment) 10 pts

LOI's must be delivered by hand through mail or facsimile to the address below from 8:00 am to 5:00 pm on or before **January 15, 2009**.

Note:

1. Bidders who shall meet the minimum score of 70 points included in the shortlist, provided that the bidder(s) meets the required minimum requirement(s) in any of the above criteria and/or its sub criteria will get zero(0) points on the said criteria and or its sub criteria and will be automatically disqualified.
2. The proposed personnel and equipment in the eligibility evaluation phase should be the same personnel and equipment to be proposed during the technical evaluation phase and the same cannot be change during the project implementation.

Bidding will be conducted through open competitive bidding procedures as specified in the IRR of RA 9184 and is restricted unless otherwise stated to Filipino citizen or organizations with at least sixty percent (60%) interest belonging to citizens of the Philippines. In accordance with IRR_Aof RA 9184, only bids from shortlisted consultant will be opened. The process of the eligibility check is described in the Eligibility Documents in accordance with the IRR-A of RA 9184. The contract will only be awarded to the Highest Rated and responsive bidder who was determined as such during post qualification.

The SEC will evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure and will indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of the Bids shall be provided in the Instructions to Bidders Office.

The contract shall be completed within Thirty (30) calendar days.

A Clarificatory meeting prior to the submission and opening of eligibility envelopes shall be scheduled on **January 25, 2009** at the SEC, Davao Extension Office by the BAC.

SEC, Davao Extension Office reserves the right to reject any and all bids, annul the bidding process or not award the contract at any time prior to contract award without thereby incurring any liability to the affected bidder(s).

SEC, Davao Extension Office assumes no responsibility whatsoever to compensate or indemnify the bidder(s) for any expenses or loss that maybe incurred in the preparation of the bids nor does it guarantee that any award will be made.

Approved:

DOLORES T. SO
BAC CHAIRMAN