



REPUBLIC OF THE PHILIPPINES
SECURITIES & EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills
City of Mandaluyong, Metro Manila

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The Securities and Exchange Commission, through its Bids and Awards Committee (BAC), intends to apply the sum of **Seven Hundred Thousand Pesos (Php 700,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for **Service Contract for the hiring of Consulting Firm to prepare the plans and designs for the proposed renovation project which covers five (5) floors of SEC Building**. 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 *Letters of Intent (LOI)* from potential bidders on or before **October 30, 2008 from 8:00 a.m. to 5:00 p.m.** at the **General Services Division, Human Resource and Administrative Department, 4th floor, SEC Building** and secure the Eligibility Documents therefrom by paying the non-refundable fee of Php 1,000.00. Applications for eligibility will be evaluated on a "pass/fail" basis. The last day for the submission of the accomplished Eligibility Documents shall be on the date of the opening of Eligibility Documents: **November 3, 2008, 10:00 a.m. at the General Services Division, Human Resource and Administrative Department, 4th Floor, SEC Building**. Only those that are short listed will be entitled to 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 provisions of Republic Act 9184 (R.A. 9184) and its Implementing Rules and Regulations Part A (IRR-A). The criteria and rating system for short listing are:

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| a. <i>Experience and Track Record of the Firm</i>
(at least 3 years in operation) | - 45 pts |
| b. <i>Qualification of licensed Personnel to be assigned to the Job</i> | - 45 pts |
| c. <i>Equipment Capability (list of equipment)</i> | - 10 pts |

Note:

- Bidder/s who shall meet the minimum score of 70 point shall be included in the shortlist, provided that the bidder/s meets the required minimum requirement/s in any of the above criteria. Bidder/s who fails to meet the 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 said bidder/s shall automatically disqualified.*
- 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.*

LOI's must be delivered by hand, through mail, or facsimile to the address below from 8:00 a.m. to 5:00 p.m. on or before **October 30, 2008**.

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

The SEC shall 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 bids shall be provided in the Instructions to Bidders.

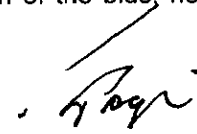
For further details and information, interested consultants may contact Mr. Norlan M. De las Alas at tel. no. 584-5330 from 9:00 a.m. to 5:00 p.m.

A Clarificatory meeting prior to the submission and opening of eligibility envelopes shall be scheduled on **October 29, 2008** at 10:00 a.m. at the Executive Lounge, 8th floor, SEC Building.

The contract shall be completed within Thirty (30) Calendar days

SEC 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 or bidders.

SEC also assumes no obligation whatsoever to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bids, nor does it guarantee that any award will be made.



JOSE P. AQUINO
Chairman,
Bids and Awards Committee