



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) invites interested bidders/service providers to submit proposal for a Lease Contract Agreement for a total of Twenty Two (22) units New Digital Copier machine to be used by the different departments/units within the SEC Main Office. The aggregate requirement per month is 120,000 copies. Approved Budget for the Contract (ABC) is NINETY SIX THOUSAND PESOS (P96,000.00) per month and the contract duration shall be for a period of one (1) year.

A complete set of bidding documents may be obtained starting **February 13, 2009** at the General Services Division, 4<sup>th</sup> floor, SEC Building, EDSA, Greenhills, Mandaluyong City, upon payment of a non-refundable fee of One Thousand Pesos (**P1,000.00**). For further details, please contact Mr. Norlan M. De las Alas at Tel. No. 584-5330. Only those bidders who purchased the Bid Documents are allowed to attend the Pre-Bid Conference.


Pre-Bid conference will be on **February 23, 10:00 A.M.** at the Conference Room of the Non-Traditional Securities and Instruments Department, 10<sup>th</sup> Floor, SEC Building, EDSA, Greenhills, Mandaluyong City.

The deadline for submission of sealed bids will be on **March 6, 2009 at 10:00 A.M.** to General Services Division at the 4<sup>th</sup> floor, SEC Building and immediately thereafter, opening of bids will be held at the Conference Room of the Non-Traditional Securities and Instruments Department, 10<sup>th</sup> Floor, SEC Building.

Republic Act No. 9184 and its Implementing Rules and Regulations shall govern all particulars relative to Eligibility, Bid Bond, Pre-Bid Conference, Bid Evaluation, Post Qualification and Awards of Contracts.

The SEC reserves the right to accept or reject any or all bids, to waive any required formalities or defects found therein and to annul the bidding process, and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s and to accept only such bids most advantageous to the Commission.

SEC 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 AQUINO**  
Chairman  
Bids and Awards Committee