



Republic of the Philippines
Department of Trade and Industry
Securities and Exchange Commission
SEC Building, EDSA, Greenhills, Mandaluyong City

INVITATION TO BID
FOR THE SUPPLY OF SERVICES FOR DOCUMENT CONVERSION OF AUDITED FINANCIAL STATEMENT (AFS), GENERAL INFORMATION SHEET (GIS) AND OTHER REPORTS (herein collectively referred to as reports) TO BE RECEIVED FROM APRIL TO MAY 2010 TO MICROFILM IMAGES

The Securities and Exchange Commission (SEC), through the General Appropriations Act (GAA) intends to apply the sum of **One Million Nine Hundred Seventy Three Thousand and One Hundred Thirty Six Pesos. (Php 1,973,136.00)** being the Approved Budget for the Contract (ABC) in payment for the **Supply of Services for Document Conversion of Audited Financial Statement (AFS), General Information Sheet (GIS) and other reports (herein collectively referred to as reports) to be received from April to May 2010 to Microfilm Images.** Bids received in excess of the ABC shall be automatically rejected during bid opening.

SEC now invites bids for the **Supply of Services for Document Conversion of said reports to Microfilm Images.** Bidders should have completed, within three (3) 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.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations 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 and subject to Commonwealth Act 138.

Interested bidders may obtain further information from the Bids and Awards Committee-Secretariat, and purchase the Bidding Documents at the General Services Division, 4th Floor, SEC Building, EDSA Greenhills, Mandaluyong City starting February 24, 2010 upon payment of a nonrefundable fee for the Bidding Documents in the amount of Three Thousand Pesos (Php 3,000.00).


SEC will hold a **Pre-Bid Conference on March 3, 2010, 10:00 A.M.** at the **Provident Room, 3rd Floor SEC Building, EDSA Greenhills, Mandaluyong City,** which shall be open only to all interested parties who have purchased the Bidding Documents.

Bids must be delivered to the **General Services Division, 4th floor, SEC Building on or before March 15, 2010 at 10:00 A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause no. 18.**

Bid opening shall be on held **March 15, 2010 at 10:30 A.M.** at the **Provident Room, 3rd Floor SEC Building, EDSA Greenhills, Mandaluyong City.** Bids will be opened in the presence of the Bidders' representatives. Late bids shall not be accepted.

The SEC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further details, you may contact Atty. Ferdinand A. Jugo/Mr. Norlan M. De las Alas at tel. no. 5845330, fax no. 5845608.


JOSÉ P. AQUINO
Chairman, BAC