



## Bids and Awards Committee

### INVITATION FOR NEGOTIATED PROCUREMENT

In view of two (2) failed biddings, the Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), invites interested bidders to participate in the Negotiated Procurement for the furnishing of all Labor, Materials, Equipment, Tools and Other Incidentals for the **Supply, Delivery and Installation of Electrical, Civil/Architectural, and Various Requirements for SEC Office Space in PICC** with an Approved Budget for the Contract (ABC) of **Ten Million Seven Hundred Fifty Five Thousand One Hundred Sixty Pesos and Ninety Six Centavos (Php 10,755,160.96)** in accordance with Section 53.1 Two Failed Bidding as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA 9184), otherwise known as the "Government Procurement Reform Act".

The Completion of the Works is required within **Sixty (60) Calendar Days**. Bidders should have completed, within ten (10) 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. Instruction to Bidders.

A complete set of Bidding Document may be secured by Interested Bidders starting October 28, 2016 at the Procurement Division, HRAD, 4<sup>th</sup> Floor, SEC Building, EDSA Greenhills, Mandaluyong City, upon payment of a non-refundable fee of Five Hundred Pesos (Php 500.00), Except for drawings, it *may also be downloaded* free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

The significant time and deadline for procurement activities are shown below:

BAC Activities	Schedule/Venue
1. Initial Meeting	<b>November 4, 2016, 9:00 a.m.</b> at the Function Room B, 2 <sup>nd</sup> Floor, Secretariat Building, PICC Complex, Pasay City
2. Ocular Inspection	<b>Immediately after the Initial Meeting</b>
3. Deadline for submission of best and final offer	<b>November 18, 2016 on or before 10:00 a.m.</b> at the Procurement Division, 3 <sup>rd</sup> Floor, Secretariat Building, PICC Complex, Pasay City
4. Opening of best and final offer	<b>November 18, 2016, 10:30 a.m.</b> at the Function Room B, 2 <sup>nd</sup> Floor, Secretariat Building, PICC Complex, Pasay City

For more details on this project, please refer to Section VI. Specifications, Section. VII. Drawings and Section VIII. Bill of Quantities.

The following documents shall be submitted together with the best and final offer on the date and time stated above:

#### I. First Envelope

1. Authority of Signatory
2. Business Registration:
  - a. DTI Registration Certificate, for sole proprietor;
  - b. SEC Certificate of Recording, for partnership;
  - c. SEC Certificate of Registration, for corporation; or
  - d. CDA Certificate of Registration.
3. Valid and Current Mayor's Permit
4. Statement of all ongoing government & private contracts, including contract awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid

5. Statement identifying a single largest completed contract similar to the contract to be bid, whose value must be at least fifty percent (50%) of the ABC, within the ten (10)-year period prior to the deadline for submission and receipt of bids
6. Valid PCAB License "**Category C & D**" for **General Building (GB-1)**, registered as "**at least Small B**"
7. Latest Audited Financial Statements
  - a. stamped "received" by SEC and BIR or its duly accredited and authorized institutions, for the preceding calendar year; which should not be earlier than two (2) year from bid submission (for corporation)
  - b. stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission (for sole proprietorship/partnership).
8. Computation of NFCC in accordance with ITB Clause 5.5
9. Valid Tax Clearance per EO 398, s. 2005
10. Valid Joint Venture Agreement (JVA), if applicable
11. Bid Security in any of the following forms and amount:
  - a. Bid Securing Declaration;
  - b. Cash or Cashier's/Manager's Check, 2% of the ABC; or
  - c. Bank Guarantee/Surety Bond, 5% of the ABC with certification from Insurance Commission that such insurance company is authorized to issue such security
12. Organizational Chart for the contract to be bid (SEC Standard Form No. 1)
13. List of contractor's key personnel (viz: project manager, 2 project engineers, materials engineer, and foreman) to be assigned to the project to be bid with their complete qualification and experience data (SEC Standard Form No. 5)
14. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project (SEC Standard Form No. 6)
15. Omnibus Sworn Statement
16. Valid PhilGEPS Registration
17. Latest Business Tax Return and proof of payments for the six (6)-month period preceding the submission and receipt of bid (**Only tax return filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted**)
18. Construction Schedule , S-Curve and PERT/CPM or GANT Chart
19. Manpower Schedule
20. Construction Method
21. Equipment Utilization Schedule
22. Affidavit of undertaking to submit "Safety and health program approved by the Department of Labor and Employment" within ten (10) days from receipt of Notice of Award
23. Affidavit of Site Inspection
24. Certificate of No Derogatory Information issued by SEC-CRMD

## II. Second Envelope:

1. Financial Bid Form (in accordance with the form prescribed in Section IX. Bidding Document)
2. Bid Price Schedule

The SEC reserves the right to accept or reject any offer, to annul the negotiation process and to reject all offers at any time prior to contract award, without thereby incurring liability to affected bidder/s.

For further information, please refer to:

SEC BAC Secretariat  
 Human Resource and Administrative Department  
 4<sup>th</sup> Floor, SEC Building,  
 EDSA, Greenhills, Mandaluyong City  
 Telefax. no.: (632) 584.6654  
 Electronic mail: [bacsecretariat@sec.gov.ph](mailto:bacsecretariat@sec.gov.ph)  
 Website Address: [sec.gov.ph](http://sec.gov.ph).



**JOSE P. AQUINO**  
 Chairman, Bids and Awards Committee