



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 bidder to participate in the Negotiated Procurement for the **Lease Agreement for 25 Units Digital Copying Machines for a Period of One (1) Year** with an Approved Budget for the Contract (ABC) of **Two Million Three Hundred Forty Three Thousand Four Hundred Ninety Nine Pesos (Php 2,343,499.00)** 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 significant time and deadline for procurement activities are shown below:

BAC Activities	Schedule/Venue
1. Initial Meeting	December 15, 2016, 10:00 a.m. at the Function Room A, 2 nd Floor, Secretariat Building, PICC Complex, Pasay City
2. Deadline for submission of best and final offer	December 22, 2016 on or before 9:30 a.m. at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City
3. Opening of best and final offer	December 22, 2016, 10:00 a.m. at the Function Room A, 2 nd Floor, Secretariat Building, PICC Complex, Pasay City

For more details on this project, please refer to Section VI. Schedule of Requirements and Section. VII Technical Specifications.

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; or
 - c. SEC Certificate of Registration, for corporation
 - d. CDA Certificate of Registration
3. Valid and Current Mayor's Permit
4. Valid Tax Clearance
5. 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
6. 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 three (3)-year period prior to the deadline for submission and receipt of bids
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. 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
9. Computation of NFCC in accordance with ITB Clause 5.5
10. Valid Joint Venture Agreement (JVA), if applicable
11. Compliance with the Schedule of Requirement (Section VI)
12. Compliance with the Technical Specifications
13. Omnibus Sworn Statement
14. Valid PhilGEPS Registration
15. 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**)
16. 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
3rd Floor, Secretariat Building
PICC Complex, Pasay City
Telefax. no.: (632) 818-6165
Electronic mail: bacsecretariat@sec.gov.ph
Website Address: sec.gov.ph.


JOSE P. AQUINO
Chairman, Bids and Awards Committee