

REQUEST FOR EXPRESSION OF INTEREST FOR THE
Supply, Delivery, Installation, Configuration and Implementation of
the Fully Functional Document Management System, and
Workflow Management System for the Securities and Exchange
Commission (“Project”)

1. The Securities and Exchange Commission (SEC), through the FY 2024 Annual Operating Budget of SEC intends to apply the sum of One Hundred Seventy Million Pesos (Php170,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Project under Public Bidding No. 2024-018. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The SEC now calls for the submission of eligibility documents for the Project which main objective is to engage consultants who shall develop a fully functional document management system and workflow management system.
3. SEC will hold a meeting on the eligibility documents with the prospective bidders/interested consultants (i.e. Consulting Firm/Group) on **19 April 2024 at 9:00 AM** at The SEC Headquarters in Makati City and/or through video conferencing or webcasting via Zoom. Link/meeting credentials may be requested from the SEC-BAC Secretariat through the email address below.
4. Eligibility documents of interested consultants must be duly received by the BAC Secretariat through manual submission, on or before **26 April 2024 (10:00AM)**, at the given address below. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion on **26 April 2024 at 10:15AM**.
5. Interested bidders may obtain further information from the SEC-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00AM to 5:00PM.
6. A complete set of Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.
7. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of a maximum of five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:
 - a. Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company (40%)

- b. Qualification of Key Personnel (50%)
 - c. Current Workload (10%)
8. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.
- Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
9. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The Procuring Entity shall 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.
10. The contract shall be completed within five (5) months from the issuance of the Notice to Proceed.
11. SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

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BAC Secretariat/Procurement Unit
7/F The SEC Headquarters, 7907 Makati Avenue
Salcedo Village, Makati City 1209
8818-5330
fpbaluyot@sec.gov.ph

13. You may visit the following websites to download the Bidding Documents:

<https://www.sec.gov.ph>
<https://www.philgeps.gov.ph>

15 April 2024


Armando A. Pan Jr.
BAC Chairman

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