INVITATION TO BID FOR
SUPPLY AND DELIVERY OF VARIOUS TONERS AND DRUMS FOR BROTHER, HP, AND SAMSUNG TONERS AND DRUMS

1. The Securities and Exchange Commission (SEC), using a *single year* for a duration of *one (1) year* Framework Agreement, through the FY 2025 Annual Operating Budget of SEC intends to apply the followings sums being the ABCs to payments under the contract for **Supply and Delivery of Various Toners and Drums for Brother, HP, and Samsung Printers** under **Public Bidding No. 2025-09 (Single-year Framework Agreement).** Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Project Description	ABC	Bid Docs Fee
1	Supply and Delivery of Genuine Brother Toners and Drums	Php1,818,414.02	Php1,000.00
2	Supply and Delivery of Genuine HP and Samsung Toners	Php15,402,217.96	Php17,500.00

2. SEC now invites bids for Supply and Delivery of Various Toners and Drums for Brother, HP, and Samsung Printers. Delivery of the Goods is required within thirty (30) days after the receipt of Call-Off. Bidders should have completed, within *five (5) 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).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   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 No. 5183.

4. Prospective Bidders may obtain further information from the SEC-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00a.m to 5:00p.m.

5. A complete set of Bidding Documents may be acquired by interested Bidders on 28 February 2025 from the given address and websites below and upon payment of the applicable fee/s for the Bidding Documents, pursuant to the latest Guidelines issued by

the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.

It may be downloaded free of charge from the Philippines Government Electronic Procurement System (PhilGEPS) and SEC websites, provided that the bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

The prospective bidders are advised to send an email at mvabuyog@sec.gov.ph to request for the Payment Assessment Form (PAF), which shall be used for the payment of the abovementioned applicable fee.

Payments should be done over the counter at any Landbank branch nationwide or online through eSPAYSEC.

For over the counter payment at LandBank:

- Print 2 copies of PAF:
    - 1 Client Copy
    - 1 LandBank Copy
- Accomplish the on-Coll Payment slip per fund account as indicated on the breakdown summary.
- Use the correct Fund Account and Account No. and provide the below information:
    - Reference Number 1 - PAF No.
    - Reference Number 2 - Name of Payor appearing on the PAF
- Present On-Coll Payment Slip, together with the PAF, to the LandBank Teller

For online payment:

- Access eSPAYSEC through the link below, enter PAF Reference Number, select your payment: https://www.sec.gov.ph/sec-payment-portal
- Enter PAF Reference Number
- Select preferred payment option:
    - Debit/Credit Card
    - Paymaya Wallet/GCash
- Enter email address and verification code
- Click proceed to payment

6. SEC will hold a **Pre-Bid Conference** on **07 March 2025 (Friday), 11:00 A.M.** at 7F, MSD Room, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 and through video conferencing or webcasting via Zoom application, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, **on or before 21 March 2025 (Friday), 11:00 A.M.** Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. **Bid opening** shall be on ***21 March 2025 (Friday), 11:15A.M*** at the given address below, The SEC Headquarters, 7907 Makati Avenue, Brgy. Bel-Air, Salcedo Village, Makati City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without there by incurring any liability to the affected bidder or bidder.

11. For further information, please refer to:

Procurement Unit
7th Floor The SEC Headquarters
7907 Makati Ave., Salcedo Village Bel-Air, Makati City 1209
Telephone No.: 8818-5330
Electronic mail: mvabuyog@sec.gov.ph

12. You may visit the following websites:

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

26 February 2025

Armando A. Pan Jr.
BAC Chairman