PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF SERVICES OF AN ACTUARIAL OR MANAGEMENT CONSULTING FIRM FOR THE PROPOSED ORGANIZATIONAL AND FUNCTIONAL RESTRUCTURING AND RIGHTSIZING OF THE SECURITIES AND EXCHANGE COMMISSION

First Edition
May 2025

Preface

These Philippine Bidding Documents (PBD) for the Government of the Philippines (GoP) for the procurement of Consulting Services through Competitive Bidding have been prepared by GoP for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCC), government financial institutions (GFI), state universities and colleges (SUC), and local government units (LGU) and autonomous regional government use in projects that are financed in whole or in part by the GoP or any foreign government/foreign or international financing institution in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity (HoPE); (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBD group the provisions that are intended to be used unchanged in Section II. Short-Listing Documents of Part I; and Section II. Instructions to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Short-listing Data Sheet (SDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of the Contract (SCC) of Part II. The forms to be used are provided in Section VII. PBD Related Forms.

Prudence must be exercised to check the relevance of the provisions of the PBD against the requirements of the specific Consulting Services to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents, except for the notes introducing Section VII. PBD Related Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.

b) These PBD are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first published until the deadline for the submission and receipt of bids.

c) Specific details, such as the “name of the Procuring Entity” and “address for bid submission,” should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.

d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, SDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should not contain footnotes except Section VII. Philippine Bidding Document **Error! R**

eference source not found.since these provide important guidance to Bidders.

e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.

f) The cover page should be modified as required to identify the Bidding Documents and date of issue.

g) The Project Title page should be modified as required to identify the Project title and number, name, and address of the Procuring Entity.

h) If modifications must be made in bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy reference and completion, clauses from the SDS, BDS, or SCC shall appear in bold type face on Section II. Short-listing Documents of Part I, Section II. Instructions to Bidders, and Section IV. General Conditions of Contract of Part II, respectively.

Procurement of CONSULTING SERVICES

Procurement of Services of an Actuarial
or Management Consulting Firm for the Proposed
Organizational and Functional Restructuring and
Rightsizing of the Securities and Exchange Commission

Competitive Bidding No. 2026-06

TABLE OF CONTENTS

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA - Cooperative Development Authority.

DOLE – Department of Labor and Employment.

GCC - General Conditions of Contract.

GFI – Government Financial Institution.

GOCC – Government-Owned and/or –Controlled Corporation.

GoP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

HoPE – Head of Procuring Entity.

HRRB – Highest Rated Responsive Bid.

IRR – Implementing Rules and Regulations of Republic Act No. 12009.

ITB – Instructions to Bidders.

LGUs – Local Government Units.

LoC – Letter of Credit.

MYCA – Multi-Year Contracting Authority.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procuring Entity - the organization purchasing Consulting Services, as named in the SCC.

RA No. – Republic Act Number.

SCC - Special Conditions of Contract.

SEC – Securities and Exchange Commission.

UN – United Nations.

WB – World Bank.

Definition of Terms

Bid – a signed offer, proposal, or quotation submitted by a supplier, manufacturer, distributor, contractor, consultant, or service provider in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR of RA No. 12009, Section 5[c]).

Bidder – a supplier, manufacturer, distributor, contractor, consultant, and service provider, whether public or private, who submits a Bid in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR of RA No. 12009, Section 5[d]).

Bidding Documents – the documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary to prospective bidder to prepare a Bid for the Goods, Infrastructure Projects, and Consulting Services required by the Procuring Entity. (IRR of RA No. 12009, Section 5[e]).

Consultant - refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in providing Consulting Services.

Consulting Services – refer to services for Infrastructure Projects and other types of projects or activities of the government requiring adequate external technical and professional expertise that are beyond the capability or capacity of the government to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (IRR of RA No. 12009, Section 5[i])

Contract – refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contract Price - the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

Effective Date of the Contract – the date indicated in the contract. However, the Consultant shall commence performance of its obligations only upon receipt of the Notice to Proceed.

Framework Agreement – is a procurement strategy which shall be in the nature of an option contract between the Procuring Entity and the bidder that stipulates the terms and conditions to be applied in subsequent contracts for the procurement of Goods, Infrastructure Projects, and Consulting Services with a single or multiple contractor, manufacturer, supplier, distributor, consultant, and service provider to expand the pool of prospective bidders, take advantage of economies of scale, minimize the administrative burden of conducting separate procurement activities, and generate time and money savings. (IRR, Sections 16.1 and 16.2).

Foreign-funded Procurement or Foreign-Assisted Project– refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Government of the Philippines which are wholly or partly funded by foreign loans or grants pursuant to a Treaty or International or Executive Agreement.

Goods – refer to (i) all items, supplies, and materials, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity; or (ii) general support services which pertain to all types of services except Consulting Services and Infrastructure Projects, such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services. (IRR of RA No. 12009, Section 5[n])

Infrastructure Projects – include the construction, improvement, rehabilitation, demolition, repair, restoration, or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as "civil works" or "works;" (IRR of RA No. 12009, Section 5[r])

Online submission – pertains to the submission of the short-listing documents and bids for Consulting Services through electronic means or through the e-bidding facility of the PhilGEPS.

Project – refers to a specific or identified procurement covering Goods, Infrastructure Projects or Consulting Services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. Supplier as used in these Bidding Documents may likewise refer to a manufacturer, distributor, contractor, consultant, or service provider.

Verified Report – refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

Part I

Section I. Request for Expression of Interest

REQUEST FOR EXPRESSION OF INTEREST FOR THE
Procurement of Services of an Actuarial or Management Consulting Firm for the Proposed Organizational and Functional Restructuring and Rightsizing of the Securities and Exchange Commission

1) The Securities and Exchange Commission (SEC), through the FY 2026 Annual Operating Budget of SEC, intends to apply the sum of **Forty-Three Million Pesos (Php43,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Services of an Actuarial or Management Consulting Firm for the Proposed Organizational and Functional Restructuring and Rightsizing of the Securities and Exchange Commission ("Project")** under **Competitive Bidding No. 2026-06**. Bids received in excess of the ABC shall be automatically r
2) ejected at the opening of the financial proposals.

3) The SEC will hold a clarificatory meeting regarding the eligibility documents with the prospective bidders/interested consultants (i.e. Consulting Firm/Group) on **13 April 2026, 10:00 AM (Monday)** at The SEC Headquarters in Makati City and through video conferencing or webcasting via Zoom.

4) The SEC now calls for the submission of short-listing documents for the Project. Short-listing documents of interested consultants must be duly received by the Bids and Awards Committee (BAC) Secretariat on or before **17 April 2026, 10:00 AM (Friday)** at the Procurement Unit, Management Services Department, 7F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

5) Interested bidders may obtain further information from SEC and inspect the Bidding Documents at the address given below from 8:00AM to 5:00 PM.

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 short-listing documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 12009, otherwise known as the "New Government Procurement 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 manually. The criteria and rating system for short-listing are:

    a. Applicable experience of the Firm (40%)
    b. Qualification of personnel to be assigned to the Project, i.e. Professional Experience, Education Qualification, Prior engagements in conducting organizational assessment (40%)
    c. Current Workload Relative to Capacity (20%)

8) Bidding will be conducted through competitive selection using non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of RA No. 12009.

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.

8) The SEC shall evaluate bids to determine the Highest Rated Bid using the **Quality-Cost Based Evaluation (QCBE)**. 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.

9) Short-Listing Documents must be received by the Procuring Entity's BAC at the address indicated in the Request for Expression of Interest or through online submission on or before the date and time indicated in the **SDS.**

10) The contract shall be completed within twelve (12) months.

11) All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

12) The certification as to the current workload relative to capacity shall be made in accordance with the Instructions to Bidders in relation to TPF 5 therein.

13) 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 Section 70 of RA No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

14) For further information, please refer to:

Procurement Unit – Management Services Department
The SEC Headquarters, 7907 Makati Ave.
Salcedo Village, Bel-Air, Makati City

08 April 2026

[redacted]

OLIVER O. LEONARDO
BAC Chairman for Consulting Services

Section II. Short-Listing Documents

1) **Short-listing Criteria**

1.1 The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

a) Duly licensed Filipino citizens/sole proprietorships;

b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

d) Cooperatives duly organized under the laws of the Philippines; or

e) Persons or entities forming themselves into a joint venture, *i.e.,* a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%), **subject to the latest foreign investment negative list.** For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their Joint Venture Agreement (JVA).

1.2 When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **<u>SDS</u>**.

1.3 If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **<u>SDS</u>**.

1.4 Government Owned or - Controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2) **Eligibility Requirements**

2.1 The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. The following eligibility requirements, together with the Short-listing Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 of this Section for purposes of determining eligibility of prospective bidders:

a) PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR.

b) Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the procurement project, within the relevant period provided in the **<u>SDS which shall not exceed ten (10) years.</u>** The statement shall include, for each contract, the following:

i) the name and location of the contract;
ii) date of award of the contract;
iii) type and brief description of Consulting Services;
iv) consultant's role (whether main consultant, or partner in a JV)
v) amount of contract;
vi) contract duration; and
vii) certificate of satisfactory completion or equivalent specified in the **<u>SDS</u>** issued by the client, in the case of a completed contract.

c) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

d) [*If applicable*] the JVA in case the joint venture is already in existence, or in the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

2.2 The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment or post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.9.2 of the IRR, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

2.3 Prospective bidders may obtain a full range of expertise by associating with individual consultant/s and/or other consultants or entities through a JV. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with Filipino Consultants.

2.4 To facilitate the determination of eligibility, the BAC shall use the contents of the PhilGEPS electronic registry of manufacturers, suppliers, distributors, contractors, or consultants, in accordance with Section 20 of the IRR.

3) **Format and Signing of Short-listing Documents**

3.1 Prospective bidders shall submit their short-listing documents through their duly authorized representative on or before the deadline specified in Clause 5 of this Section.

3.2 The Short-listing Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the short-listing documents.

3.3 Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4) **Sealing and Marking of Short-listing Documents**

4.1 Prospective bidders shall enclose their short-listing documents described in Clause 2.1, in a sealed envelope marked "SHORT-LISTING DOCUMENTS."

4.2 The short-listing documents as indicated in the **SDS** shall be signed by the prospective bidder or its duly authorized representative/s.

4.3 All envelopes shall:

a) contain the name of the contract to be bid in capital letters;
b) bear the name and address of the prospective bidder in capital letters;
c) be addressed to the Procuring Entity's BAC specified in the **SDS**;
d) bear the specific identification of this Project indicated in the **SDS**; and
e) bear a warning "DO NOT OPEN BEFORE…" the date and time for the opening of short-listing documents, in accordance with Clause 5.

4.4 Unsealed or unmarked envelopes or short-listing documents that cannot be opened or corrupted in case of online submission, as required in the Bidding Documents, shall be rejected. However, for manually submitted envelopes that are not properly sealed and marked as required in the Bidding Documents, the same shall be accepted; Provided, that the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for misplacement of the contents of the short-listing documents, or for its premature opening.

5) **Deadline for Submission of Short-listing Documents**

Short-listing documents must be received by the Procuring Entity's BAC at the address indicated in the Request for Expression of Interest or through online submission on or before the date and time indicated in the **SDS.**

6) **Late Submission of Short-listing Documents**

Any short-listing documents submitted after the deadline for submission and receipt prescribed in Clause 5 of this Section shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of short-listing documents, the Bidder's name, its representative and the time the short-listing documents were submitted late.

7) **Modification and Withdrawal of Short-listing Documents**

7.1 The prospective bidder may modify its short-listing documents before the deadline for the submission and receipt of short-listing documents. For manual submission and receipt of short-listing documents, the prospective bidder shall not be allowed to retrieve its short-listing documents but shall be allowed to submit the modification to the short-listing documents equally sealed, properly identified, linked to its bid marked as "SHORT-LISTING MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened. For online submission, where bidders modify their short-listing documents, they shall not be allowed to retrieve their short-listing documents but shall only be allowed to submit the short-listing modification equally secured and properly identified, and it shall be labelled as a "modification" of the one previously submitted. The time indicated in the latest short-listing receipt page generated shall be the official time of submission. Short-listing documents submitted after the deadline shall not be accepted.

7.2 A prospective bidder may, in writing, withdraw its short-listing documents before the deadline for the submission and receipt of short-listing documents.

7.3 Short-listing documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its short-listing documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the short-listing documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of short-listing documents.

8) Opening and Preliminary Examination of Short-listing Documents

8.1 The BAC will open the envelopes containing the short-listing documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **SDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

8.2 In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted on the PhilGEPS website and the website of the Procuring Entity concerned.

8.3 Letters of withdrawal shall be read out and recorded during the opening of short-listing documents and the envelope containing the corresponding withdrawn short-listing documents shall be returned unopened to the withdrawing prospective bidder.

8.4 The short-listing documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

a) the name of the prospective bidder;
b) whether there is a modification or substitution; and
c) the presence or absence of each document comprising the short-listing documents vis-à-vis a check of the required documents.

8.5 The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific short-listing document required, it shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, it shall be considered eligible to participate in the bidding, and the BAC shall mark the set of short-listing documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of short-listing documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9) Short-Listing of Consultants

9.1 Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **SDS** shall be considered for short-listing.

9.2 The BAC shall draw up the short-list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **SDS**.

9.3 Short-listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short-Listing issued by the BAC.

10) Protest Mechanism

Decisions of the Procuring Entity at any stage of the procurement process may be protested to the HoPE; Provided, That a prior request for reconsideration should have been filed by the party concerned to the BAC and the same has been resolved.

Section III. Short-listing Data Sheet

Short-listing Data Sheet

Short-listing Documents	
1.2	No further instructions.
1.3	No further instructions.
2.1 (b)	The statement of all ongoing and completed government and private contracts shall include all such contracts within ten (10) years prior to the deadline for the submission and receipt of short-listing documents.
2.1 (b) (vii)	The acceptable proof of satisfactory completion of completed contracts is a Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts. Notice of Award or Notice to Proceed or signed Contracts issued by the client for on-going contracts and for contracts awarded but not yet started. Only contracts that are supported with proofs shall be considered for evaluation.
4.2	Each Bidder shall submit one (1) originally signed certified true copy of the original documents and electronic copy of first and second components of bids shall be submitted upon instructions of the BAC thru the BAC Secretariat at any time after the opening of bids. Bidders must arrange each bid document into sections with tabs property labeled separating each document according to the provided checklist. Below is the list of short-listing documents: 1. Short-listing Documents Submission Form 2. PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR. 3. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the procurement project, within the relevant period provided in the SDS which shall not exceed ten (10) years. The statement shall include, for each contract, the following: o the name and location of the contract; o date of award of the contract; o type and brief description of Consulting Services; o consultant's role (whether main consultant, or partner in a JV) o amount of contract; o contract duration; and o certificate of satisfactory completion or equivalent specified in the SDS issued by the client, in the case of a completed contract. 4. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

<table>
<tr><td></td><td>5. JVA in case the joint venture is already in existence, or in the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful, if applicable.</td></tr>
<tr><td>4.3 (c)</td><td>Bids and Awards Committee for Consulting Services
The SEC Headquarters, 7907 Makati Ave., Salcedo Village
Bel-Air, Makati City</td></tr>
<tr><td>4.3 (d)</td><td>Procurement of Services of an Actuarial or Management Consulting Firm for the Proposed Organizational and Functional Restructuring and Rightsizing of the Securities and Exchange Commission (Competitive Bidding No. 2026-06)</td></tr>
<tr><td>5</td><td>The address for submission of short-listing documents is:

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES
The SEC Headquarters, 7907 Makati Ave., Salcedo Village
Bel-Air, Makati City

The deadline for submission of short-listing documents is on 17 April 2026, 10:00 AM.</td></tr>
<tr><td>8.1</td><td>The place of opening of short-listing documents is:

MSD Conference Room, 7/F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City

The date and time of opening of short-listing documents is 17 April 2026, 10:15 AM.</td></tr>
<tr><td>9.1</td><td>Similar contracts shall refer to consultancy services for the organizational assessment and/or reorganization/restructuring planning or any synonymous project/s as described in the Terms of Reference.</td></tr>
<tr><td>9.2</td><td>Following are the set of criteria and rating system for the short-listing of consultants:

<table>
<tr><th>Criteria</th><th>Maximum Rating</th></tr>
<tr><td>1. Applicable experience of the Firm</td><td>40</td></tr>
<tr><td>2. Qualification of personnel to be assigned to the Project
a. Professional Experience
b. Education Qualification
c. Prior engagements in conducting organizational assessment</td><td>40</td></tr>
<tr><td>3. Current Workload Relative to Capacity</td><td>20</td></tr>
</table>

The Firm must pass the required passing score of seventy (70) points in order to be shortlisted based on the following allocation.</td></tr>
</table>

Terms of Reference

I. PROJECT TITLE

Procurement of an Actuarial/Management Consultancy Firm (Firm) for the Proposed Organizational and Functional Restructuring and Rightsizing of the Securities and Exchange Commission (SEC).

II. BACKGROUND AND OBJECTIVE/S

The SEC is the national government regulatory agency mandated to register and oversee corporations, and to develop and regulate the capital market in furtherance of good corporate governance, investor protection, widest participation of ownership, and democratization of wealth.

In fulfilling this mandate, the SEC must continually and progressively perform its critical role as the prudent registrar and supervisor of the corporate sector and the independent guardian of the capital market. This responsibility has become increasingly complex due to the growing number of corporations and other forms of associations under its supervision; the expanding scope of inter-regional and international cross-border trading and capital flows; the integration of domestic markets with global financial systems; the evolving nature of transactions in which corporate vehicles are sometimes used to defraud the investing public; and the dynamic and rapidly changing character of the capital market.

The project aims to synthesize the SEC's existing strategies, reform blueprints, and roadmap into a single, coherent transformation narrative with an objective to ensure the resulting organizational development plan is not just a structural change but a reflective roadmap that the workforce recognizes as their own. To further improve the efficiency and effectiveness of the SEC's operations and to enhance the delivery of services to its stakeholders, it is necessary to review and evaluate the SEC's organizational and functional structures, staffing levels, and related arrangements, among others. For this purpose, the services of a Firm shall be engaged to conduct a comprehensive review of the SEC's organizational and functional structures and staffing profile, and to recommend an appropriate organizational design and staffing mix that will enable the SEC to effectively meet the demands of the evolving regulatory environment.

III. LEGAL BASIS

Section 7 of Republic Act No. 8799, or the Securities Regulation Code.

IV. DURATION

Within twelve (12) months from the issuance of the Notice to Proceed.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Forty-Three Million Pesos (PHP 43,000,000.00), inclusive of all applicable taxes and charges.

VI. SCOPE OF WORK, TIMELINES, AND DELIVERABLES

The Firm shall undertake the following activities and deliver the corresponding outputs within the maximum timeframe. The approach to carrying out these activities may be refined or adjusted in accordance with the agreed methodology, but shall, at a minimum, substantially include the activities and output set out below. All deliverables shall be submitted in both hard copy and soft copy in editable format:

DELIVERABLE	REQUIRED OUTPUTS	TIMEFRAME
Deliverable I. Organizational Assessment		
1. Organizational Assessment **a. Current State Assessment** **b. Workforce Analysis and Planning**	1. **Organizational Assessment Report** – A comprehensive report presenting the review and analysis of the SEC's key strategic arrangements, reform blueprints, and institutional roadmaps. The report shall include an examination of the SEC's organizational size and structure, as well as benchmarking of its organizational structure and regulatory functions against comparable international counterparts and recognized best practices**.** The report shall also include an analysis of the **SEC's external and operating environment**, including regulatory, institutional, and market developments that influence the Commission's mandate and organizational requirements. 2. **Synthesis Report** – A strategic report integrating the findings of the Organizational assessment, bridging the SEC's current state with a proposed visionary future state. This report shall integrate insights derived from the review of the SEC's existing strategic plans and reform initiatives**,** as well as from interviews and consultations with SEC executives and employees**,** and shall present a coherent narrative explaining how the proposed reorganization aligns with the Commission's institutional history, strategic priorities, and evolving regulatory environment. 3. **Alignment Map** – A visual and analytical representation demonstrating how the proposed organizational structure aligns with and supports the SEC's strategic	3 months

	priorities and reform roadmaps and operational requirements. The Alignment Map shall illustrate how the recommended organizational structure supports existing strategies and resolves identified functional overlaps, fragmentation, and inefficiencies in current ways of working**,** while strengthening coordination and accountability across organizational units. 4. **Current State Assessment Report** – A detailed assessment of the SEC's existing organizational structure and operational landscape. The report shall include: ● Review of the SEC's current state assessment and existing organizational documentation ● Maturity analysis of key organizational functions, governance arrangements, and institutional capabilities ● Review of the SEC's organizational size and structure ● Assessment of the SEC's systems and controls, including scorecards, service charters, manuals, policies, best practices, and other relevant operational documents The report shall identify strengths, institutional gaps, operational constraints, and areas for improvement, which will inform the proposed organizational redesign. 5. **Workforce Analysis and Planning Report** – A comprehensive analysis of the SEC's workforce profile and future staffing requirements. The report shall include: ● **Supply analysis**, examining the SEC's current staffing complement and workforce composition ● **Demand analysis**, identifying future workforce needs based on organizational mandates, projected workload, and evolving regulatory requirements ● **Gap analysis**, comparing the results of the supply and demand analyses to	

	determine workforce gaps and surpluses over the next five (5) years The report shall provide recommendations to support the development of an appropriate staffing pattern and workforce plan aligned with the proposed organizational structure.	
Deliverable II. Crafting of Design Framework, Organizational and Staffing Design		
2. Formulation of the Design Framework	**Design Framework or Principles** - This framework will establish the guiding principles, strategic alignment with the organization's mandate and goals, and key design criteria to ensure that the proposed organizational structure addresses identified operational gaps. It will incorporate a new reorganization scorecard with defined KPIs and targets to measure the success of the reorganization. This framework will serve as the foundation for developing the subsequent organizational structure and staffing pattern.	9 months
3. Crafting of the Organizational and Staffing Design	1. **Proposed Organizational Structure and Staffing Pattern,** taking into consideration succession planning to ensure leadership continuity, talent development, and organizational sustainability. 2. **Proposed Functional Descriptions of All Organizational Units,** clearly defining the roles, responsibilities, and core functions of each unit within the proposed structure. 3. **Proposed Job Descriptions for All Retained and/or New Position Titles,** outlining key duties and responsibilities, reporting relationships, and required competencies. 4. **Job Levelling**, establishing the relative value and hierarchy of positions within the proposed organizational structure to ensure alignment of roles based on duties, responsibilities, required	

	competencies and level of accountability. 5. **Comparative Analysis of the Existing and Proposed Organizational Structures,** highlighting key changes, improvements, and the rationale for the proposed reorganization.	

VII. PROGRESS AND SUBMISSION OF DELIVERABLES

The Firm shall work in close coordination with the SEC Human Resources Department and provide regular updates on the status of the deliverables, which may include initial findings and preliminary recommendations.

The above deliverables shall be subject to review by the SEC Human Resources Department, and shall be deemed accepted or finalized only upon the issuance of a Certificate of Acceptance within ten (10) working days upon receipt of deliverables.

Extension in the submission of the deliverables shall be allowed only in exceptional circumstances and subject to the provisions under Section 71.3 of the Implementing Rules and Regulations of Republic Act No. 12009. In any event, the extension shall not exceed ten (10) days from the original date of submission.

VIII. MINIMUM QUALIFICATIONS

A. The Firm must:
   1. Be duly registered with SEC/DTI and licensed for at least 10 years to do consulting business in the Philippines, and possess the same years of experience in the business of Human Resources Consulting in the Philippines, with self-certification as documentary evidence of its years in the industry;
   2. Be legally established with at least three (3) years of experience in conducting a combination of (1) Organizational Development, (2) Reorganization/Restructuring Planning, (3) Current State Assessment/Organizational Assessment and (4) Job Analysis/Job Evaluation. The Firm must also have at least two (2) years of experience in any or a combination of the following:
      a. Change Management;
      b. Workforce Analysis and Planning
      c. Plantilla of Positions/Staffing Pattern Development
   3. Have readily available market data, both domestic and international, related to the functions of the SEC; and
   4. Have vast experience and knowledge in different reorganizations, and capable of executing reorganization methodologies/frameworks.

B. The Key Personnel must meet the following standards:

Key Personnel	Education and Training	Experience	No. (min).
Project Team Leader/Manager	• Should possess educational background either in	• Should have been in any consulting	1

	human resources, psychology, organizational development, behavioral science, management, or other related fields; • Should collectively attend at least eighty (80) hours of relevant and/or related training/s or development program/s within the last five (5) years.	industry/firm for at least five (5) years; • Should have successfully completed at least three (3) review and design of an organizational structure project with a government institution or private organizations, within the past five (5) years, all of which were duly completed and accepted;	
The Subject Matter Expert (SME)	Should possess educational background either in human resources, psychology, organizational development, behavioral science, management, or other related fields; Should collectively attend at least forty (40) hours of relevant and/or related training/s or development program/s	• Has been in any consulting industry/firm for at least five (5) years; • Has completed at least one (1) review and design of an organizational structure project with a government institution or private sector in the past five (5) years; • Has undertaken or worked as a team member, particularly on Organizational Design/Development and any two of the following review and design of an organizational structure projects in the past 10 years:	3

		o Organizational Development Study o Reorganization/ Restructure Planning o Change Management o Current State Assessment/Organizational Assessment o Workforce Analysis and Planning o job Analysis/ Job Evaluation o Career Level and Job Grade Determination o Plantilla of Positions/Staffing Pattern Development	

IX . Confidentiality Information

The Firm agrees and acknowledges that the performance of the services covered by this Contract may result in the Firm acquiring/obtaining confidential information, and that any disclosure of such information may subject the SEC to financial, material and operational loss. Therefore, the Firm hereby agrees as follows:

1. The Firm shall protect all confidential information which the SEC provides to it (whether verbal, in writing or in any other form) using the same standards as the Firm applies to its own confidential information, but in no event less than reasonable measures, and subject to the implementation of appropriate technical, physical, and organizational/administrative measures to protect personal data against accidental or unlawful destruction or accidental loss or unauthorized alteration, disclosure or access.

2. The Firm or any of its employees, agents or representatives, shall not, either during the term of this contract or at any time thereafter, reveal, disclose or furnish, in any manner, to any person, firm or corporation any information relating to the SEC which the firm or other members of the work staff/team, may have acquired or which came to its/their knowledge or possession during the subsistence of this contract.

3. The Firm shall comply with the provisions of the Data Privacy Act, its implementing rules and regulations, and circulars issued by the National Privacy Commission (NPC) pertaining to the processing and retention of personal information subject of this contract as may be applicable. The Firm is strictly prohibited from accessing the records, making photocopies thereof, or transferring/allowing third parties access thereto without the prior written permission or instruction from the SEC.

4. The Firm shall be liable for any disclosure of confidential information by its employees, agents, or representatives and other violations under the Data Privacy Act and its Implementing Rules and Regulations, and other relevant circulars issued by the NPC, without prejudice to other legal remedies available to the SEC.

5. All data and information related to the project furnished by the SEC to the Firm shall be treated with strict confidentiality and shall be returned to the SEC upon completion of the works without the need for a demand. The same shall not be released to third parties without the written consent of the SEC.

6. The Firm agrees to assume sole responsibility and hereby undertakes to indemnify the SEC, for any damage, which the SEC may sustain by reason of breach of any of the above conditions.

7. Nothing in this contract shall be deemed to limit or restrict the rights of the SEC to assert any claim for violation/infringement of patent, copyright, trade secrets, or other intellectual property rights against the Firm.

X. Representation and Warranties

The Firm represents, warrants, and undertakes to the SEC that:

1. It is a domestic corporation or partnership duly registered and existing under and by virtue of the laws of the Republic of the Philippines, or in the case of a sole proprietorship, one that is duly registered under the DTI Business Name Registration System (BNRS) and holds a Certificate of Business Name Registration (CBNR).

2. It has full legal power, authority and right to carry on its present business. It further warrants that its representative has full legal power to sign, execute, and deliver this project and that it will comply, perform, and observe the terms and conditions hereof.

3. All corporate and other actions necessary to validate or authorize the execution and delivery of this project have been taken.

4. To the knowledge of the Firm, there is no pending or threatened action or proceeding before any court or administrative agency of any jurisdiction which may materially or adversely affect the financial condition or operation of the Firm or the consultant’s ability to comply with the terms and conditions of this contract.

XI. CRITERIA AND RATING SYSTEM FOR SHORTLISTING

The criteria and rating system for shortlisting are:

CRITERIA	MAXIMUM POINTS
1. Applicable experience of the Firm	40
2. Qualification of personnel to be assigned to the Project	40
a. Professional Experience b. Education Qualification	

c. Prior engagements in conducting organizational assessment	
3. Current Workload Relative to Capacity	20
Total	**100**

The Firm must pass the required passing score of **seventy (70) points** in order to be shortlisted based on the following allocation:

No.	Evaluation Criteria	Maximum Score
1	**Applicable Experience of the Firm**	**40**
	With proven track record in conducting organizational assessment with clients from private and government sectors a. More than 10 years (40 points) b. 8 years to 10 years (38 points) c. 6 years to 7 years (35 points) d. 5 years (33 points) e. Less than 5 years (0 point)	
2	**Qualifications of Key Personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking**	**40**
	2.1 Team Leader	25
	1.1.1 Professional Experience a. More than 10 years of conducting organizational assessment as a team leader (8 points) b. 6 to 10 years of conducting organizational assessment as a team leader (6 points) c. 5 years of conducting organizational assessment as a team leader (4 points) d. Less than 5 years (0 point)	
	1.1.2 Educational Qualification a. Relevant Master's degree graduate (5 points) b. Relevant Bachelor's degree graduate (3 points) c. Without a Bachelor's degree (0 points)	
	1.1.3 Training Attended/Conducted relevant to Organizational Assessment a. More than 90 hours of relevant training (2 points) b. 81-90 hours of relevant training (1 point) c. 80 hours of relevant training (0.50 points) d. Less than 80 hours of training (0 point)	
	1.1.4 Prior engagements in conducting organizational assessment a. More than 3 completed relevant projects (10 points) b. 3 completed relevant projects (8 points)	

	c. Less than 3 completed relevant projects (0 point)	
	1.2 Team Members (Average of All Members)	15
	1.2.1 Professional Experience a. More than 10 years of conducting organizational assessment (5 points) b. 6 to 10 years of conducting organizational assessment (4 points) c. 5 years of conducting organizational assessment (3 points) d. Less than 5 years of experience (0 point)	
	1.2.2 Training Attended/Conducted relevant to Organizational Assessment a. More than 80 hours of relevant training (2 points) b. 41 to 80 hours of relevant training (1 point) c. 40 hours of relevant training (0.50 points) d. Less than 40 hours of relevant training (0 point)	
	1.2.3 Educational Qualification a. Relevant Master's degree graduate (4 points) b. Relevant Bachelor's degree graduate (3 points) c. Without a Bachelor's degree (0 point)	
	1.2.4 Prior engagements in conducting organizational assessment a. More than 3 completed relevant projects (4 points) b. 3 completed relevant projects (3 points) c. Less than 3 completed relevant projects (0 point)	
3	**Current Workload**	**20**
	1.1 Positive Feedback a. Work Acceptance Report/Certification by previous client or any equivalent document (5 points)	
	1.2 Overall Work Commitment (Firm with no ongoing projects will get the maximum points) a. No ongoing project (15 points) b. Higher than 1.5 ratio (number of consultants divided by ongoing projects (13 points) c. Between 1.0 and 1.5 ratio (number of consultants divided by ongoing projects) (10 points) d. Between 0.5 and 1.0 ratio (number of consultants divided by ongoing projects) (8 points) e. Lower than 0.5 ratio (number of consultants divided by ongoing projects) (5 points)	

XII. BID EVALUATION METHODOLOGY

In order to determine the Firm with the Highest Rate Bid, the SEC Bids and Awards Committee (BAC) shall conduct an evaluation of bids using the Quality-Cost Based Evaluation (QCBE) Procedure, where the Technical and Financial Proposals of the bidders shall be considered. The Technical and Financial Proposals shall be given the corresponding weight:

CRITERIA	POINT SYSTEM
A. Technical Proposal	70
B. Financial Proposal	30
Total	**100**

XIII. TECHNICAL PROPOSAL EVALUATION CRITERIA

The technical proposal of the Firm shall be based on the following criteria and using the corresponding numerical weights:

1. **Quality of Personnel (45%) -** Quality of personnel to be assigned to the Project, which covers the suitability of key personnel to perform the duties of the particular assignments, and general qualifications and competence, including education and training of key personnel;

2. **Applicable Experience of the Firm (30%) -** Experience and capability of the Firm, which include records of previous engagements and quality of performance in similar and in other projects; relationship with previous and current clients; and overall work commitments, geographical distribution of current or impending projects and attention to be given by the Firm. The suitability of the Firm to the Project shall consider both the overall experience of the firm and the individual experience of the personnel to be assigned to the Project, including the time when employed by other consultants; and

3. **Plan of Approach and Methodology (20%) -** Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness, and comprehensiveness of the plan of approach, and the quality of interpretation of project problems, risks, and suggested solutions.

4. **Timeliness (5%) -** Timeliness of the proposed work plan and the duration of the completion of the project.

CRITERIA	POINT SYSTEM
1. Quality of Personnel	45%
2. Applicable Experience	30%
3. Plan of Approach and Methodology	20%
4. Timeliness	5%
Total	**100%**

The Firm must pass the required passing score of **seventy percent (70%)** based on the following summarized evaluation criteria:

No.	Evaluation Criteria	Maximum Score
1	**Quality of Personnel**	**45**
	1.1 Team Leader	
	1.1.1 Professional Experience a. More than 10 years of conducting organizational assessment as a team leader (8points) b. 6 to 10 years of conducting organizational assessment as a team leader (6 points) c. 5 years of conducting organizational assessment as a team leader (4 points) d. Less than 5 years of conducting organizational assessment as a team leader (0 points)	
	1.1.2 Educational Qualification a. Relevant Master's degree graduate (5 points) b. Relevant Bachelor's degree graduate (3 points) c. Without a relevant Bachelor's degree (0 points)	
	1.1.3 Training Attended/Conducted relevant to Organizational Assessment a. More than 90 hours of relevant training (2 points) b. 81-90 hours of relevant training (1 point) c. 80 hours of relevant training (0.50 point) d. Less than 80 hours of relevant training (0 points)	
	1.1.4. Prior engagements in conducting organizational assessment and reorganization a. 3 to 4 active and completed relevant projects (10 points) b. 1 to 2 active and completed relevant projects (4 points)	
	1.2 Team Members	
	1.2.1 Professional Experience a. More than 10 years of conducting organizational assessment and reorganization (5 points) b. 6 to 10 years of conducting organizational assessment and reorganization (4 points) c. 5 years of conducting organizational assessment (3 points) d. Less than 5 years of conducting organizational assessment and reorganization (0 points)	
	1.2.2 Training Attended/Conducted relevant to Organizational Assessment and reorganization a. More than 80 hours of relevant training (5 points) b. 41 to 80 hours of relevant training (3 points) c. 40 hours of relevant training (0.5 point) d. Less than 40 hours of relevant training (1 point)	

	1.2.3 Educational Qualification a. Relevant Master's degree graduate (5 points) b. Relevant Bachelor's degree graduate (2 points) c. Without a Bachelor's degree (0 points)	
	1.2.4 Prior engagements in conducting organizational assessment and reorganization a. 3 to 4 active and completed relevant projects (5 points) b. 1 to 2 active and completed relevant projects (3 points) c. Less than 3 completed relevant projects (0 points)	
2	**Applicable Experience of the Firm**	**30**
	With proven track record in conducting organizational assessment and reorganization with clients from private and government sectors a. More than 10 years (30 points) b. More than 7 years to 10 years (25 points) c. More than 5 years to 7 years (20 points) d. 3 years to 5 years (15 points) e. Less than 3 years (0 points)	
3	**Plan of approach or methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the support services that will be provided by the Consultant as listed in the Terms of Reference**	**20**
	3.1.a Feasibility (realistic/implementable/measurable/practicable) (Total: 10 Points) a. All portions are realistic/ implementable/ measurable/ practicable (10 points) b. 80% of the plan of approach or methodology is realistic/implementable/measurable/practicable (6 points) c. 60% of the plan of approach of methodology is not realistic/implementable/measurable/practicable (3 points) d. Less than 60% of the plan of approach of methodology is not realistic/implementable/measurable/practicable (0 points)	
	3.1.b Innovativeness and Comprehensiveness of the plan of approach (responsiveness to the engagement) (Total: 10 Points) **a.** All portions of the plan of approach are responsive to the engagement (10 points) b. 80% of the plan of approach is responsive to the engagement (6 points)	

	c. 60% of the plan of approach is responsive to the engagement (3 points) d. Less than 60% of the plan of approach is responsive to the engagement (0 points)	
4	**Timeliness**	**5**
	3.1 Clear and well-structured action plan with definite timeline, detailed workplan and appropriate results indicator a. All portions of the action plan are clear and well-structured with a definite timeline, detailed workplan and appropriate results indicator (5 points) b. 80% of the plan of approach or methodology is clear and well-structured with a definite timeline, detailed workplan and appropriate results indicator (3 points) c. 60% of the plan of approach or methodology is not clear and well-structured with a definite timeline, detailed workplan and appropriate results indicator (0 points)	

XIV. RESPONSIBILITIES OF THE SEC

The SEC shall have the following duties and responsibilities:

1. Provide timely feedback on documentary requests from the Firm relevant to the completion of the Project;
2. Coordinate with the Firm in the conduct of the activities under the Project;
3. Compensate the services of the Firm, following the schedule of payments, and subject to the following pre-requisites:

   a. That the Firm has satisfactorily complied with all the documentary requirements prior to the commencement of the works or prior to the disbursement of the payment;
   b. That the Firm has been issued Notice to Proceed certified by the SEC BAC; and
   c. That the Firm has satisfied the requirements for each of the deliverables as determined by the SEC. In the event that the entire Project is completed, the Firm will be issued a Certificate of Completion of Project certified by the SEC.

4. Withhold or refuse to release the payment in the event of non-compliance of the Firm with the terms prescribed by the SEC, or should the Firm grossly violate the rules and regulations of the SEC.
5. Serve the Contract with the Firm in the event of any non-compliance with the terms prescribed in the Terms of Reference, and should the consultant grossly violate the rules and regulations of the SEC.
6. Provide the Firm with working spaces free of charge where they can perform their paperwork, as necessary.

XV. TERMS OF PAYMENT

The payment for the Project shall be chargeable against the SEC's FY 2026 approved Annual Operating Budget.

The SEC may provide a mobilization payment not to exceed ten percent (10%) of the contract amount, subject to the submission of a written request and an irrevocable letter of standby credit of an amount equal to the mobilization payment.

The SEC shall pay the contract amount in tranches, upon the approval and turnover of the deliverables agreed upon, and the acceptance thereof by the SEC, as follows:

OUTPUT*	TERMS OF PAYMENT*
Current State Assessment Report	15%
Workforce Analysis and Planning Report	15%
Design Framework or Principles	10%
Proposed Organizational Structure, Proposed Functional Description of All Organizational Units, Proposed Job Description of Retained and/or New Position Titles, Comparison of Existing and Proposed Organizational Structure	60%
TOTAL	**100%**

XVI. MISCELLANEOUS

1. There will be no employer-employee relationship between the SEC and the Firm, or the SEC and the Firm personnel assigned to the Project. The personnel to be assigned by the Firm to the SEC are, for all legal intents and purposes, the employees of the Firm and not of the SEC.

2. The Firm must bind itself to save and hold harmless the SEC or any of its officials, employees, and/or agents from any responsibility for any personal injury or damage, including death, sustained by the Firm's personnel or caused by any of its personnel during the lawful performance of their duties or stay within the premises of the SEC, except where the latter is negligent or at fault.

3. At all times when inside the SEC premises, Firm personnel must conspicuously wear the SEC-issued Identification Cards issued by the personnel on-duty. Firm personnel must also adhere to the SEC's appropriate dress code.

4. Any additional cost or out-of-pocket expenses deemed necessary by the consultant, unless agreed as part of the ABC, shall be at no cost to the SEC.

5. The firm should be responsible for providing the space, equipment, and any required subscriptions necessary for the accomplishment of the deliverables.

6. Replacement of key personnel shall not be allowed. The provision for the replacement of key personnel shall be governed by Clause 28.3 of the Bidding Documents.

7. The Firm should be responsible for recording the minutes of all meetings, ensuring their proper documentation, filing and submission to the SEC.

XVII. CONFIDENTIALITY AND OWNERSHIP OF WORK

The Firm shall ensure the full confidentiality of all information given by the SEC and/or gathered in relation to the fulfillment of the required services during the course of the engagement. The Firm shall not disclose such information and shall return all materials, data, and other related documents to the SEC after the completion of the Project.

For this purpose, the Firm shall enter into a Non-Disclosure Agreement with the SEC.

The Firm shall further conform to the Data Privacy Act, its Implementing Rules and Regulations, its related issuances, and any or all that the Firm may acquire, create, determine, discover and submit, including but not limited to reports, during the course of the Project shall be deemed property of the SEC.

The Firm agrees that ownership of all works produced shall belong to the SEC. All materials conceptualized, designed, and produced, including all photos, illustrations, and writeups shall be owned by the SEC with full and exclusive rights on future use thereof both in the Philippines and internationally. This contract shall not be construed as limiting the SEC's right to bring any claim against the Firm for infringement of patent, copyright, trade secrets, or other intellectual property rights.

SHORT-LISTING DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing Documents therefor.

In line with this submission, we certify that:

a) *[Name of Consultant*] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government or foreign or international financing institution; and

b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short-listed or not.

We further acknowledge that failure to sign this Short-listing Documents Submission Form shall be a ground for our disqualification.

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

Statement of All Ongoing and Completed Government and Private Contracts [1]

Business Name: ____

Business Address:____

Name and Location of Project Name of Client/ Contact Person/Contact Number/Email Address	Date of Award of the Contract	Type and Brief Description of Consulting Services (Indicate if Similar or Not to the Project)	Consultant's Role (Main Consultant/ Subconsultant/ Partner in a JV)	Amount of Contract	Project Duration (Start Date – Completion Date)	Proof of Satisfactory Completion of Completed Contracts (indicate N/A for Ongoing Contracts)
Completed Contracts						
Government						
Private						
Ongoing Contracts						
Government						
Private						

Submitted by : ____________________________________

(Printed Name and Signature)

Designation : ____

Date : ____

[1] *Including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the procurement project, within the relevant period provided in the SDS which shall not exceed ten (10) years*

STATEMENT OF THE CONSULTANT'S NATIONALITY

SECURITIES AND EXCHANGE COMMISSION
Bids and Awards Committee
SEC Headquarters, 7907 Makati Ave.
Salcedo Village, Brgy. Bel-Air, Makati City

Ladies/Gentlemen:

In compliance with the requirements of the Securities and Exchange Commission – Bids and Awards Committee (SEC-BAC) for the bidding of the **Procurement of Services of an Actuarial or Management Consulting Firm for the Proposed Organizational and Functional Restructuring and Rightsizing of the Securities and Exchange Commission (Competitive Bidding No. 2026-05)**, *I/*we hereby declare the following:

1. [Select one and delete the rest].

[If domestic entity consultant] That (*Name of the consultant*) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

[If foreign entity consultant] That (*Name of the consultant*) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the *(Name of the country);*

[If foreign entity consultant] That (*Name of the consultant*) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are the proposed Personnel:

Name of ALL Proposed Personnel	Proposed Position	Job Status*	Nationality	Proof of Identification
1.	Lead Consultant		Filipino	
2.	Team Member		Filipino	

**indicate whether Permanent (P) or Freelancer (F)*

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel *(Annex/es____)*; and

4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: ________________________________
Name and Title of Authorized Signatory: _____________________________
Name of Consultant/Company: ______________________________
Address:____________________________
Contact No/s.________________________

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Position:		*Please check:* ☐ Key Personnel ☐ Staff
Personal Information		
Name: (Last Name, First Name, Middle Name)		
Address	Contact No.	Email Address
Date of Birth	Citizenship	Civil Status

Work Experience *(start from the current employment)*

Company Name	Inclusive Dates		Total *(Years, Months)*	Position Title	Actual Duties and Responsibilities (specify if L&D, HR or OD-related)
	From	To			

Current Workload *(include workload or projects form other companies, if any)*

Company Name	Inclusive Dates		Total *(Years, Months)*	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training *(within the last 10 years, start from the most recent)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education *(start from the most recent)*				
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials	
Title	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctlydescribe me, my qualifications, and experience.

Date:____________

____

Signature

Republic of the Philippines

gppb

Government Procurement Policy Board