

ANNEX "A"

PROJECT : ORGANIZATIONAL ASSESSMENT (HUMAN RESOURCE - ORGANIZATIONAL DEVELOPMENT CONSULTANCY FIRM FOR THE RESTRUCTURING PLAN OF THE SOCIAL SECURITY SYSTEM)

A. RESPONSES TO QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	<p>For the Scope of the Project, is it the entire SSS organization?</p> <p>How many job families will be involved?</p> <p>How many highly technical positions will also be a part of the study? (as defined thru hiring)</p>	<p>Yes.</p> <p>13 job families.</p> <p>To be determined.</p>
2	<p>Are you already using the Human Resource Information System?</p> <p>Do you have existing competencies, or will that be develop during the project?</p> <p>Is there any expectation that this will be reviewed in the course of the project?</p>	<p>Yes, however, certain modules are still work in progress.</p> <p>Yes, we have an existing library of competencies.</p> <p>Yes. Please refer to Section VII. Terms of Reference, IV. Scope of Services, item 5. Crafting of the Organizational and Staffing Design for the list of expected documents to be submitted to GCG.</p>
3	<p>For Reorganization, will you be agreeable to a total reset which is the "scrap and build" as a possibility? Of course, you don't have the data yet, but this is very important in the design.</p>	<p>We are not agreeable to the total reset which is "Scrap and Build" but for exceptional cases, we may consider it as an option provided for under the restructuring process.</p>
4	<p>Do you have the current total plantilla for the job families and the technical positions?</p>	<p>Yes. Please refer to B.15.</p>
5	<p>For the Design of this proposed technical proposal, do you have the current or existing organizational structure?</p>	<p>Yes. Please refer to the website Organizational structure - https://www.sss.gov.ph/sss/DownloadContent?fileName=SSS_Organizational_Structure.pdf</p>
6	<p>For Annex 5, under the organizational structure and staffing pattern of the career levelling for the master data, if it is ok if we will be provided with this MS Excel master data?</p>	<p>Please refer to GCG Memorandum Circular No. 2015-04 dated 02 May 2016 (re-issued)</p>
7	<p>For Project Timeline, since there will be a 2022 election, what might be the effect or impact during the project proper? Like a pause with the project, site delay or any obstacle that we may encounter?</p>	<p>We are not expecting any delay or issue relative to the election. The election ban on procurement activities under RA 9184 will start next year and it does not apply to projects or procurement that are already</p>

		issued a Notice to Proceed or is presently being implemented.
8	What is the status of digitalization and process reengineering efforts? What has been completed and still needs to be done and have there been any changes in structure or movements of the people as a result?	Yes, the business process reengineering and digitalization initiatives are ongoing, and we recognize the impact of these initiatives on the work of the employees. We have not yet reflected the changes in the job descriptions, and we are in the process of revising the same.
9	For Minutes of the Meeting, will we receive a copy of this?	Minutes of the meeting will be issued together with the Bid Bulletin.
10	For Bidding Documents, is there a fee that we need to pay and how? Are there any available online facilities?	We do not have yet a facility for the online payment of the bidding documents. Kindly proceed directly to the Cash Department for payment.
11	Are you going to provide us a soft copy of the templates that we are going to use?	MS Word copies of the bid forms and PDF copies of the bidding documents will be provided to all interested bidders together with the bid bulletin.

B. REPLY TO WRITTEN QUERIES:

Query/Clarification		TWG Response
1	Copy of the current organization structure?	Organizational structure - https://www.sss.gov.ph/sss/DownloadContent?fileName=SSS_Organizational_Structure.pdf
2	Copy of their competencies (core, organizational and leadership, if any),	Last update of competencies - 2018 Please see attached.
3	Copy of sample competency-based job descriptions	Copy will be provided to the winning bidder
4	Copy of their current staffing pattern	Copy will be provided to the winning bidder
5	Copy of their scorecards and targets	Copy will be provided to the winning bidder
6	Copy of your citizen's charter	Citizens Charter - https://www.sss.gov.ph/sss/DownloadContent?fileName=2020_1stEd_SSS_Citizens_Charter_v3.pdf
7	Current functional statements	Copy will be provided to the winning bidder
8	If they are looking at benchmark branches - which branches would this be? May we request for small, medium and large branches for the business process benchmarking? Aside from small, medium, large, do you have another way of classifying them?	Benchmarking will be done virtually. None.
9	Copy of the existing Organizational Structure (nationwide) up to the branches level	Organizational structure - https://www.sss.gov.ph/sss/DownloadContent?fileName=SSS_Organizational_Structure.pdf

10	Copy of Quality Manuals, documentation of SSS's existing processes - if its existing, is it possible to get hold of the copies of these Quality Manuals?	Copy will be provided to the winning bidder.																				
11	Copy of any documentation of your existing application Systems (Software that you currently use in SSS)	We have Human Resource Management System (HRMS) but certain modules are "still work in progress".																				
12	For the CV's do we need to have them notarized again?	Yes.																				
13	For the other documents like SEC Registration, Mayor's Permit - do we need to submit certified true copies?	Yes.																				
14	Does the authorized signatory need to SIGN ALL PAGES of the submitted BID documents?	No. Only on the Financial Proposal Forms.																				
15	In the TOR, there is no mention of what is the existing plantilla in SSS. May we know the total number of the current plantilla? How many regular employees and how many job orders?	<p>The current filled plantilla is below 7000. The complete report on the plantilla will be provided to the winning bidder.</p> <p>Workforce as of August 31, 2021</p> <table border="1"> <thead> <tr> <th></th> <th>REGULAR</th> <th>CASUAL</th> <th>JO WORKERS</th> <th>Total of Workforce (as of 31 August 2021)</th> </tr> </thead> <tbody> <tr> <td>SUPPORT</td> <td>2155</td> <td>7</td> <td>440</td> <td>2602</td> </tr> <tr> <td>BRANCH OPERATIONS SECTOR</td> <td>4640</td> <td>0</td> <td>449</td> <td>5089</td> </tr> <tr> <td>Grand Total</td> <td>6795</td> <td>7</td> <td>889</td> <td>7691</td> </tr> </tbody> </table>		REGULAR	CASUAL	JO WORKERS	Total of Workforce (as of 31 August 2021)	SUPPORT	2155	7	440	2602	BRANCH OPERATIONS SECTOR	4640	0	449	5089	Grand Total	6795	7	889	7691
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16	Also in the TOR, there is no mention of the existing/current organizational structure of SSS. May you provide us with a document of this?	<p>Organizational structure - https://www.sss.gov.ph/sss/DownloadContent?fileName=SSS_Organizational_Structure.pdf</p>																				
17	In the Bid Docs Part 2, Annex 5- There is a note that says, "See MS Excel template for Master Data on the Memorandum Circulars page of the GCG Website", may you instead provide us this template since we cannot exactly locate	<p>MS Excel template for Master Data on the Memorandum Circulars page of the GCG Website - https://gcg.gov.ph/files/MozWD9IA4pTzbZoRxiBM.xlsx</p> <p>(Based on GCG MC No. 2015-04 (Re-Issued)- Reorganization, Rationalization and Personnel Planning in the GOCC Sector)</p>																				

	which Memorandum Circular it is referring to?	
18	Will the project proper/timeline be affected by the upcoming elections?	We are not expecting any delay or issue relative to the election. The election ban on procurement activities under RA 9184 will start next year and it does not apply to projects or procurement that are already issued a Notice to Proceed or is presently being implemented.
19	Are there possibilities that we may need to visit SSS branches from Luzon, Visayas, and Mindanao or will it be only in the main office? Also, if meeting with the branches from Luzon, Visayas, and Mindanao can we meet with them virtually?	Meetings will be done virtually.
20	What is the current status of the digitalization and process reengineering effort? What has been completed and what still needs to be done? Have there been changes in structure or movements of people as a result?	Yes, the business process reengineering and digitalization initiatives are ongoing, and we recognize the impact of these initiatives on the work of the employees. We have not yet reflected the changes in the job descriptions, and we are in the process of revising the same.
21	Will SSS be responsible for the following:	
	a. Logistical preparations including scheduling of participants, reproduction of materials, provision of session venue and meeting rooms?	Yes, but meetings will be done virtually.
	b. Providing the accommodation and meals of the participants, facilitators and coordinators for the duration of the project (if needed)	No.
22	Is it possible to pay the 12,500 pesos Bidding document fee on the day of our submission;	Yes, as long as it is before the submission and opening of bids at 2:00 p.m. of October 7, 2021.
23	Regarding Bid Securing Declaration Form, are you expecting us to submit already a cheque	You may submit any of the forms: Cash, Manager's Check, irrevocable letter of credit, Surety Bond or Bid Securing Declaration.

	or any proof of Bid security;																					
24	May we know the total number of workforce in SSS, copy of its current Organization Structure, and list of competencies;	<p>SSS Workforce (as of August 31, 2021)</p> <table border="1"> <thead> <tr> <th></th> <th>REGULAR</th> <th>CASUAL</th> <th>JO WORKERS</th> <th>Total of Workforce (as of 31 August 2021)</th> </tr> </thead> <tbody> <tr> <td>SUPPORT</td> <td>2155</td> <td>7</td> <td>440</td> <td>2602</td> </tr> <tr> <td>BRANCH OPERATIONS SECTOR</td> <td>4640</td> <td>0</td> <td>449</td> <td>5089</td> </tr> <tr> <td>Grand Total</td> <td>6795</td> <td>7</td> <td>889</td> <td>7691</td> </tr> </tbody> </table> <p>Organizational structure - https://www.sss.gov.ph/sss/DownloadContent?fileName=SSS_Organizational_Structure.pdf</p> <p>List of Competencies Please see attached</p>		REGULAR	CASUAL	JO WORKERS	Total of Workforce (as of 31 August 2021)	SUPPORT	2155	7	440	2602	BRANCH OPERATIONS SECTOR	4640	0	449	5089	Grand Total	6795	7	889	7691
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25	When can we get MS word copies of the BD document template for easy editing;	MS Word copies of the bid forms and PDF copies of the bidding documents will be provided to all interested bidders together with the bid bulletin.																				
26	Is it correct that we only need to submit the Technical Proposal on October 7, or do we need to submit both Technical and Financial proposals already?	Bidders should submit both technical and financial proposals on 07 October 2021.																				