



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

BIDS AND AWARDS COMMITTEE (BAC) I

PROJECT : HIRING OF A DIGITAL MARKETING AND ONLINE PUBLIC RELATIONS (PR) AGENCY FOR TWO (2) YEARS

ITB NO. : REI-SSS-Consulting-2020-004

SUBJECT : BID BULLETIN NO. 1

DATE : 28 October 2020

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – September 17 – 24, 2020
Approved Budget for the Contract (ABC) and Source of Fund	P35,586,065.00 2020 Corporate Operating Budget (COB) - Publication Expense (Advertising)
Price of BD (non-refundable)	P20,000.00
Delivery Period	Two (2) Years

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 19 October 2020. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

1. Schedule of activities as discussed in the Pre-bidding Conference:

- Deadline for the submission of written queries: Wednesday, 21 October 2020
- Issuance of Bid Bulletin No. 1 – reply to written queries: Wednesday, 28 October 2020
- **Submission and opening of 2 envelopes: Monday, 09 November 2020, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Amendment/Clarifications – Annex “A”

3. Documentary Requirements

a. 1st Envelope

- a.1 Bid Security (2% of the ABC for Cash or Manager’s/Cashier’s Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond **or** Bid Securing Declaration – form supplied and **a copy of the Authority to Notarize from the Notary Public**))

- a.2 TPF 1 – Technical Proposal Submission Form
- a.3 TPF 2 – Consultant’s Reference: Relevant Services Carried out in the last three (3) years that best illustrate qualifications.
- a.4 TPF 3 – Comments and Suggestions of Consultant on the Term of Reference and on data, services, facilities to be provided by the Social Security System
- a.5 TPF 4 – Description of the Methodology and Work Plan for Performing the Project
- a.6 TPF 5 – Team Composition and Task Projects including organizational chart indicating relationship amongst the Consultant
- a.7 TPF 6 – Curriculum Vitae of the Team Composition indicating the date (MMYYYY) of employment period
- a.8 TPF 7 – Time Schedule for Professional Personnel
- a.9 TPF 8 – Activity (Work) Schedule
- a.10 Omnibus Sworn Statement (form supplied in the Bidding Documents) **and a copy of the Authority to Notarize from the Notary Public**

b. Checklist of the 2nd envelope:

- b.1 FPF 1 – Financial Proposal Submission Form
- b.2 FPF 2 – Summary of Costs
- b.3 FPF 3 – Breakdown of Price Per Activity
- b.4 FPF 4 – Breakdown of Remuneration per Activity
- b.5 FPF 5 – Reimbursables Per Activity
- b.6 FPF 6 – Miscellaneous Expenses

c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid


- c.1 2019 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- c.2 Quarterly VAT for the period January to June 2020;
- c.3 Documents listed in the Platinum Membership and updates, if any;
 - SEC/DTI Registration
 - 2019 Mayor’s Permit
 - Valid Tax Clearance
 - 2019 Audited Financial Statement filed through EFPS

4. Awarding shall be made to the bidder with the Highest Rated and Responsive Bid (HRRB).

Prepared by:

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 OIC, Administrative Support Section
 BAC Secretariat Department

Concurred by:


FERNANDO F. NICOLAS
Chairperson, TWG

Approved by:


ERNESTO D. FRANCISCO, JR.
Senior Vice President & Chairperson
Bids and Awards Committee I

Annex "A"
Bid Bulletin Control No. BB-2020-071
Dated 28 October 2020