



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

BIDS AND AWARDS COMMITTEE (BAC) II

PROJECT : Consulting Services for the Concept, Design and Printing of the 2018 SSS Annual Report

ITB NO. : Consultancy-2019-003

SUBJECT : BID BULLETIN NO. 1

DATE : 04 June 2019

Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – April 4 - 11, 2019
Approved Budget for the Contract (ABC) and Source of Fund	P1,453,750.00 2019 Corporate Operating Budget (COB) –
Price of BD (non-refundable)	P1,400.00
Delivery Period	21 calendar days

The 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, which took effect on 28 October 2016, and the Fifth Edition of the Philippine Bidding Documents, which took effect in January 2017, shall be applied in the bidding process.

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 29 May 2019. 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: Friday, 31 May 2019
- Issuance of Bid Bulletin No. 1 – reply to written queries: Monday, 03 June 2019
- Pre-screening of the 2 envelopes (Optional): Friday, 07 June 2019 at the BAC Secretariat, 2nd floor, SSS Main Building, Diliman, Quezon City, from 8:00 a.m. to 5:00 p.m.
- **Submission and opening of 2 envelopes: Tuesday, 11 June 2019, 2:00 p.m. at the Green Room, 12th floor, SSS Main Building, East Avenue, Diliman, Quezon City**

Revised Schedule

- **Issuance of Bid Bulletin No. 1 – reply to written queries: Tuesday, 04 June 2019**
- **Pre-screening of the 2 envelopes (Optional): Friday, 07 June 2019 at the BAC Secretariat, 2nd floor, SSS Main Building, Diliman, Quezon City, from 8:00 a.m. to 5:00 p.m.**
- **Submission and opening of 2 envelopes: Tuesday, 11 June 2019, 2:00 p.m. at the Green Room, 12th floor, SSS Main Building, East Avenue, Diliman, Quezon City**

Consulting Services for the Concept, Design and Printing of the 2018 SSS Annual Report
Bid Bulletin No. 1 dated 04 June 2019

2. Amendments to the Bidding Documents - 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)
- a.2 TPF 1 – Technical Proposal Submission Form
- a.3 TPF 2 – Consultant's Reference : Relevant Services Carried out in the last 5 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
- 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)

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 – Reimbursable Per Activity
- b.6 FPF 6 – Miscellaneous Expenses

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


- c.1 2018 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 October 2018 to March 2019;
- c.3 Documents listed in the Platinum Membership and updates, if any;
 - SEC/DTI Registration
 - 2019 Mayor's Permit
 - Valid Tax Clearance
 - 2018 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:


JOSEPHINE ANNE E. MINES
Chairperson, TWG

Approved by:


MARIO R. SIBUCAO
Senior Vice President & Chairperson
Bids and Awards Committee II

Annex "A"
Bid Bulletin Control No. BB-2019-064
Dated 04 June 2019

Section III. Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is SOCIAL SECURITY SYSTEM.</p> <p>The evaluation procedure is Quality Based Evaluation/Selection (QBE/QBS)</p>
1.2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GoP) through the 2019 Approved Budget for Corporate Communications Department – Annual Report.</p> <p>The name of the project is Consulting Services for the Concept, Design and Printing of the 2018 Annual Report.</p>
1.3	<p>SCOPE OF WORK</p> <ul style="list-style-type: none"> • Conceptualization, Design and Layout • Preparation of Final Press-ready artwork • Photography and Photo Direction • Hair and Make-Up Services • Editorial Assistance • Digital Proofs • Supervision of Printer • Printing <p>CREATIVE SERVICES</p> <ul style="list-style-type: none"> • Concept, Design and Layout for 100 pages Annual Report (inclusive of cover), envelope, complimentary cards • Page setting and layout • Preparation of three (3) comprehensive studies • Preparation of rationale and thematic graphic design • Preparation of graphics • Preparation of three (3) mock-ups (including final artwork) • Computer Manipulation, Image Composition and Enhancement • Digitally enhanced copy for electronic distribution – Small sized Digital PDF versions for electronic distribution and web downloads • Colored Press Proof • Final Artwork Preparation • Preparation and finalization of tables and graphs <p>PHOTOGRAPHY</p> <ul style="list-style-type: none"> • Digital Photography • Number situations (within Metro Manila) – 6 shooting days • CD format • Photo art direction • Equipment for full photo production set up <p>HAIR AND MAKE-UP</p> <ul style="list-style-type: none"> • For 30 pax and below, the Consultant shall provide one (1) make-up artist and one (1) hair stylist for six (6) shooting days • For 31 pax and above, the Consultant shall provide two (2) make-up artists and two (2) hair stylists for six (6) shooting days

18.3	No further instructions.
19	No further instructions.
20	No additional provision.
22	None
24	The time period shall be twenty-one (21) calendar days after the bidder has received duly approved/signed final blueprint or such other time period as the parties may agree in writing.
34.2	Any and all disputes arising from the implementation of this contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Acts 876 and 9285, as required in Section 59 of the IRR of RA 9184.
35.1	<p>The drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract that shall become and remain the property of the Procuring Entity are as follows:</p> <ul style="list-style-type: none"> ➤ Soft copy of the 2018 Annual Report, digitally saved in CD/DVD form. ➤ Raw and edited files of all photos, digitally saved in CD/DVD form. <p>The Consultant agrees to respect and comply with applicable Data Privacy Standards in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act. In so doing, the Consultant shall secure against unauthorized access or use the drawings, specifications, designs, reports, photos, proof sheets, and other documents used in the making and printing of the Annual Report.</p> <p>If at any time during the term of the Contract, the Procuring Entity decides to discontinue the Project or to terminate the Consultant for just cause, or upon conclusion of the Project with the final delivery of the printed Annual Report copies, whichever occurs first, the Consultant shall, within fourteen (14) calendar days thereafter, securely return to Procuring Entity all reports, raw and edited photos, and other documents used in the Annual Report.</p> <p>In addition, the Consultant shall destroy, un-install, or erase all copies of such data, information, proof sheets, excess printed pages (if any) in its possession and control, and certify in writing to the Procuring Entity that the same has been accomplished within 30 days of complete performance of services.</p>

38(d)	<p>The Consultant's actions requiring the Procuring Entity's prior approval are:</p> <ul style="list-style-type: none"> • Concept design of the 2018 Annual Report • Blueprint and colored press proofs of the 2018 Annual Report • Subcontracting of printing services for 2018 Annual Report <ul style="list-style-type: none"> – Printer requirements – fully integrated commercially-oriented printing plant equipped and capable of producing high quality publication (e.g. annual report, coffee table book and other similar publication) with the following minimum plant equipment: <ul style="list-style-type: none"> ○ Four color perfecting offset machine that yields 5,000 copies per hour ○ High edge computer for high resolution files ○ Computer to plate (suprasetter) ○ Film contact processor ○ Collating and perfect binding machine ○ Heavy duty cutting machine ○ Lamination machine ○ Folding machine ○ Blue stamping ○ Die cutting machine ○ Subcontracting of Hair and Make-Up services <ul style="list-style-type: none"> ○ Make-Up requirements – Must use only hypo-allergenic make-up and hairstyling liquids/gels, and must have complete make-up and hair dressing tools and equipment including disinfecting/cleaning/cleansing appliances. An actual make-up and hair styling demo must also be provided. ○ Contract of agreement between the bidder and the subcontractor.
39.5	<p>The Consultant may change its Key Personnel only for justifiable reasons as may be determined by the Procuring Entity, such as death, serious illness, incapacity of an individual Consultant, resignation, among others, or until after fifty percent (50%) of the Personnel's man-months have been served.</p> <p>Violators will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.</p>
42.1	No further instructions.
42.4(c)	No further instructions.
52.1	The total ceiling amount in Philippine Pesos is ₱1,453,750.00 .
52.2	No further instructions.
53.2	No additional instructions.
53.4	Not applicable.
53.5(a)	No advance payment is allowed.
53.5 (c)	The interest rate is zero.
55.6	No further instructions.

Section VI. Terms of Reference

A. Objectives

The SSS Annual Report is prepared and published primarily to keep its members and stakeholders abreast of the institution's financial condition, operations, performance, and future plans. Its issuance is premised on the right of each SSS member to be informed about matters pertaining to his membership, benefits and privileges consistent with the principles of public service, transparency, and accountability. The best member is an informed member.

B. Scope of Services

- Conceptualization, Design and Layout
- Preparation of Final Artwork
- Digital Proofs
- Editorial Assistance
- Photography
- Hair and Make-Up Services
- Supervision of Printer
- Printing and Delivery

C. Time Schedule

The project shall be completed upon full delivery of the 2018 Annual Report, which shall be twenty-one (21) calendar days after the bidder has received duly approved/signed final blueprint.

D. Data, Local Services, Personnel and Facilities

- Corporate Profile
- Curriculum Vitae (CV)
- List of clients (with **ACTIVE** contact numbers) from Top 500 companies identified by SEC and GFIs
- Samples of previous Annual Reports made
- Names of officers particularly creative director/art director and staff
- Three (3) comprehensive cover designs and inside pages showing graphs, texts and tables
- Cost quotation
- List of awards during the last five (5) years, e.g. The Philippine Advertising Congress and Anvil Awards of the Public Relations Society of the Philippines
- Bidders should submit a certification based on their capability to accomplish the work, i.e., citing previous clients, awards and citations in relation to the production of Annual Report, Coffee Table Book and other similar publication.

E. Individual Personnel Requirements

Account Manager

- Bachelor's/College degree in any field
- At least three (3) years working experience in consultancy services
- Have handled similar projects in the past three (3) years

Specifications of the 2018 Annual Report

SCOPE OF WORK

- Conceptualization, Design and Layout
- Preparation of Final Press-ready artwork
- Photography and Photo Direction
- Editorial Assistance
- Digital Proofs
- Supervision of Printer
- Printing

CREATIVE SERVICES

- Concept, Design and Layout for 100 pages Annual Report (inclusive of cover), envelope, complimentary cards
- Page setting and layout
- Preparation of three (3) comprehensive studies
- Preparation of rationale and thematic graphic design
- Preparation of graphics
- Preparation of three (3) mock-ups (including final artwork)
- Computer Manipulation, Image Composition and Enhancement
- Digitally enhanced for electronic distribution – Small sized Digital PDF versions of electronic distribution and web downloads
- Colored Press Proof
- Final Artwork Preparation
- Preparation and finalization of tables and graphs

PHOTOGRAPHY

- Digital Photography
- Number situations (within Metro Manila) – six (6) shooting days
- CD format
- Photo art direction
- Equipment for a full photo production set up – studio lights, backdrop, soft box, light stand, tripod, studio umbrella, rim light etc.

HAIR AND MAKE-UP

- Make-Up requirements:
 - Must use only hypo-allergenic make-up and hairstyling liquids/gels, and must have complete make-up and hair dressing tools and equipment including disinfecting/cleaning/cleansing appliances.
 - An actual make-up and hair styling demo must also be provided.
- For 30 pax and below, the Consultant shall provide one (1) make-up artist and one (1) hair stylist
- For 31 pax and above, the Consultant shall provide two (2) make-up artists and two (2) hair stylists

PRINTER REQUIREMENTS

Fully integrated commercially-oriented printing plant equipped and capable of producing high quality publication (e.g. annual report, coffee table book, and other similar publication) with the following minimum plant requirement:

- Four color perfecting offset machine that yields 5,000 copies per hour
- High edge computer for high resolution files
- Computer to plate (suprasetter)
- Film contact processor
- Collating and perfect binding machine
- Heavy duty cutting machine
- Lamination machine
- Folding machine
- Blue stamping
- Die cutting machine

Mura