



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
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BIDS AND AWARDS COMMITTEE (BAC) II

PROJECT : CONCEPT, DESIGN & PRINTING OF 2022 ANNUAL REPORT
(3RD ADVERTISEMENT)

ITB NO. : REI-SSS-Consulting-2023-005

SUBJECT : BID BULLETIN NO. 1

DATE : 30 AUGUST 2023

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – July 18 to 25, 2023
Approved Budget for the Contract (ABC) and Source of Fund	₱1,380,000.00 Approved 2023 APP COB – Maintenance and Other Operating Expenses (MOOE)
Price of BD (non-refundable)	₱2,000.00
Delivery/Completion Period	The contract shall be completed within 14 calendar days after the bidder has received the duly approved/signed final press proof (and an additional 7 calendar days for setting up of Flipbook version of the Annual Report in SSS website after delivery of printed copies).

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 23 August 2023. 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: Thursday, 24 August 2023
- Issuance of Bid Bulletin No. 1: Wednesday, 30 August 2023
- Submission of the Technical and Financial Proposals and subsequent opening of the Technical Proposal: Wednesday, 06 September 2023, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City

2. 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 (**attached proof of project completion and/or notice of award, whichever is applicable**)
- 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 including organizational chart indicating relationship amongst the Consultant
- a.7 TPF 6 – Curriculum Vitae of the Team Composition and **all technical personnel/professionals that are employed by the Consultant, either as a regular employee or on a per-project basis**
- a.10 Omnibus Sworn Statement (form supplied in the BTB)

b. Checklist of the 2nd envelope:

- b.1 FPF 1 – Financial Proposal Submission Form
- b.2 FPF 2 – Summary of Bids

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


- c.1 Registration Certificate from Security Exchange Commission (SEC), for corporation including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent documents.
- c.2 2023 Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
- c.3 Valid Tax Clearance per E.O. No. 398, s2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- c.4 Latest Audited Financial Statement filed through Electronic Filing and Payment System (EFPS)
- c.5 Latest Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement
- c.6 Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last (6) months prior to the submission and opening of bids filed electronically (EFPS).

3. Awarding shall be made to the bidder with the Highest Rated and Responsive Bid (HRRB).
4. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year.

Prepared by:


ROSALYN AZUL-CONDAT
Acting Head
BAC Secretariat Department

Concurred by:


JOSEPHINE ANNE E. MINES
Chairperson, TWG

Approved by:


BOOBIE ANGELA A. OCAY
Vice-President & Vice Chairperson
Bids and Awards Committee II

Annex "A"
Bid Bulletin Control No. BB-2023-077
dated 30 August 2023