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

BIDS AND AWARDS COMMITTEE (BAC) I

PROJECT : ACQUISITION AND INSTALLATION INTO OPERATIONAL STATE OF ICT HELPDESK & ASSET MANAGEMENT SYSTEM (REPLACING THE OLD SERVICE DESK-LANDESK)

ITB NO. : GOODS 2022-059

SUBJECT : BID BULLETIN NO. 2

DATE : 05 AUGUST 2022

Details of the bidding, as advertised:

Advertisement:	**Posting at Website & Conspicuous Places – July 14 to 21, 2022**
Approved Budget for the Contract (ABC) and Source of Fund	**₱12,735,000.00** **Approved 2022 APP COB – Capital Outlay**
Price of BD (non-refundable)	₱11,500.00
Delivery Period	Within one hundred-sixty (160) calendar days from receipt of Notice to Proceed and Purchase Order

This addendum/Bid Bulletin No. 2 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 28 July 2022. 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: Monday, 01 August 2022
- Issuance of Bid Bulletin No. 2–reply to written queries: Friday, 05 August 2022
- **Submission and opening of 2 envelopes: Thursday, 18 August 2022, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Amendments/Clarifications - Annex "A"

3. Documentary Requirements

a. 1st Envelope

a.1 PhilGEPS Certificate of Registration and membership.

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

a.2 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

For projects with Non-Disclosure Agreement, bidders are required to disclose the projects and its details using Form-05 of the Bidding Documents.

a.3 Statement of Single Largest Completed Contract (SLCC) similar to the project to be bid, **with supporting documents**, equivalent to at least **50% of the ABC**, completed **within five (5) years** prior to the submission and opening of bids, adjusted by the bidder to current prices using PSA's consumer price index;

For this purpose, similar contracts shall refer to Supply, Delivery, and Installation into Operational State of an IT Service Management Software compliant to either IT Infrastructure Library (ITIL) v3 or v4.

a.4 NFCC Computation or committed Line of Credit (form supplied)

a.5 JVA, in case of Joint Venture – Class "B" Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance)

a.6 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.7 Technical Documents – project requirements
- Section VI – Schedule of Requirements (pages 27 to 28)
- Section VII – Statement of Compliance with the Technical Specifications (pages 29 to 31)

a.8 Omnibus Sworn Statement **and a copy of the Authority to Notarize from the Notary Public.**

a.9 Foreign ownership limited to those allowed under the rules may participate in this Project, provided must submit any of the following:
- Copy of Treaty, International or Executive Agreement; Or
- Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

b. Checklist of the 2nd envelope:

b.1 Bid Form (form supplied) – pages 37 to 38
b.2 Bid Breakdown (form supplied) – page 39

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

c.1 2021 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 2022 to June 2022 or latest available Quarterly VAT;

c.3 Documents listed in the Platinum Membership and updates, if any;

- SEC including Articles of Incorporation and General Information Sheet(GIS)/DTI Registration (whichever is applicable)
- 2022 Mayor's Permit
- Valid Tax Clearance
- 2021 Audited Financial Statement filed through EFPS

4. **Secretary's Certificate/Special Power of Attorney must clearly specify the name and position of the authorized representative who will:**

   a. submit its bid; and
   b. sign the contract (in case of award)

5. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).

6. 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. **A copy of the Authority to Notarize from the Notary Public must be submitted.**

7. Bidder must sign on each and every page of the Bid Proposal (1st and 2nd envelope). Failure to do so shall be a ground for the rejection of the bid.

Prepared by:

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Concurred by:

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Chairperson, TWG

Approved by:

RIZALDY T. CAPULONG
Executive Vice-President &
Chairperson
Bids and Awards Committee I

Annex "A"

BAC Resolution No. BB-2022-081
dated 05 August 2022