



**SOCIAL SECURITY SYSTEM**

**PHILIPPINE BIDDING DOCUMENTS**

**Sixth Edition**

# **Procurement of GOODS**

**SUPPLY, INSTALLATION, CUSTOMIZATION  
AND CONFIGURATION OF INTERNAL AUDIT  
MANAGEMENT SYSTEM (IAMS) INTO  
OPERATIONAL STATE  
(RE-ADVERTISEMENT)**

**ITB-SSS-GOODS-2023-018**

**APRIL 2023**

**Government of the Republic of the Philippines**

A handwritten signature in black ink, belonging to Alexander C. Marquez.

**ALEXANDER C. MARQUEZ**  
T WG Chairperson

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

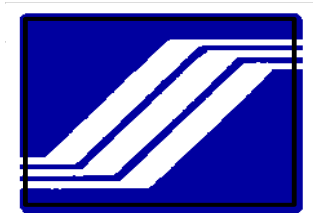
**SSS** – Social Security System

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

***Section I. Invitation to Bid***





REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**

East Avenue, Diliman, Quezon City

Tel. Nos. 632)8920-6446

E-mail: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph)\*Website <http://www.sss.gov.ph>

*Invitation to Bid*  
**ITB-SSS-Goods-2023-018**

**SUPPLY, INSTALLATION, CUSTOMIZATION AND CONFIGURATION OF  
INTERNAL AUDIT MANAGEMENT SYSTEM (IAMS) INTO OPERATIONAL  
STATE (RE-ADVERTISEMENT)**

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
<b>₱22,987,290.00</b> Breakdown as follows: Item 1: Supply, Installation, Customization and Configuration of Internal Audit Management System (IAMS) into Operational State - <b>₱15,875,200.00</b>  Item 2: Two (2)-Year Support Services - <b>₱7,112,090.00</b>  Approved 2023 Corporate Operating Budget – MOOE and Capital Outlay with Code (PAP) 2023-0272 of the Annual Procurement Plan (APP)	Within 180 calendar days from receipt of Notice to Proceed and signed contract	<b>₱13,500.00</b>	<i>April 20, 2023 (Thursday) 2:30pm</i>	<i>May 4, 2023 (Thursday) 2:00pm</i>

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the “Government Procurement Reform Act”.  
  
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **12 April 2023 up to the scheduled submission & receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents in the amount specified above.

The mode of payment will be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.

**The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 19 April 2023, through e-mail address [bac@sss.gov.ph](mailto:bac@sss.gov.ph), the following:**

- a. Name of the representative and e-mail address; and
- b. Technical and administrative queries.

7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.

Bid opening shall be on the date and time specified above at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
9. The SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.
11. For further information, please refer to:

Bids & Awards Committee  
The Secretariat  
2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.  
Tel # (632) 8922-1070  
Email – [bac@sss.gov.ph](mailto:bac@sss.gov.ph)

12. Bidding Documents may be downloaded from PROCUREMENT tab at [www.sss.gov.ph](http://www.sss.gov.ph) starting **12 April 2023**.

  
**THE VICE-CHAIRPERSON  
BIDS & AWARDS COMMITTEE**

ref.: itb-sss-goods-2023-018-SICC of IAMS



*Section II. Instructions to Bidders*



## 1. Scope of Bid

The Procuring Entity, Social Security System wishes to receive Bids for the Supply, Installation, Customization and Configuration of Internal Audit Management System (IAMS) into Operational State (Re-Advertisement), with identification number ITB-SSS-Goods-2023-018.

The Procurement Project (referred to herein as “Project”) is composed of a single lot, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for CY2023 in the amount of Twenty-Two Million Nine Hundred Eighty-Seven Thousand Two Hundred Ninety Pesos (₱22,987,290.00).

2.2. The source of funding is: Approved 2023 Corporate Operating Budget – MOOE and Capital Outlay with Code (PAP) 2023-0272 of the 2023 Annual Procurement Plan (APP).

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
    - iii. When the Goods sought to be procured are not available from local suppliers; or
    - iv. When there is a need to prevent situations that defeat competition or restrain trade.
  - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City** and/or through online conference using **Microsoft Teams** as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the **last five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for *One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

### 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 7 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

*Section III. Bid Data Sheet*





# Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Supply and Installation of any Application System/Software (using Off-the-Shelf software with customization) into operational state. The value of the single similar contract adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>							
7.1	Not Applicable							
12	The price of the Goods shall be quoted DDP delivered at the SSS Main Office, East Avenue, Diliman, Quezon City or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table> <tr> <th>Form of Bid Security</th><th>Amount of Bid Security (Not less than the Percentage of the ABC)</th></tr> <tr> <td>Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td><td rowspan="2">Two percent (2%) or ₱459,745.80</td></tr> <tr> <td>Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td></tr> <tr> <td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>Five percent (5%) or ₱1,149,364.50</td></tr> </table>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱459,745.80	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱1,149,364.50
Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)							
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱459,745.80							
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.								
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱1,149,364.50							
	<p>* Bank issued securities must be issued by a universal/commercial bank.</p> <p>* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p>* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>							



19.3	<p>The ABC is <b>₱22,987,290.00</b>, broken as follows:</p> <p>Item 1: Supply, Installation, Customization and Configuration of Internal Audit Management System (IAMS) into Operational State <b>₱15,875,200.00</b></p> <p>Item 2: 2-Year Support Services - <b>₱7,112,090.00</b></p> <p>Any bid with a financial component exceeding the amount as indicated above per item shall not be accepted.</p>
20.1	Not Applicable
20.2	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"> <li>1. Registration certificate from Securities and 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 document</li> <li>2. 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;</li> <li>3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</li> <li>4. Latest Audited Financial Statements</li> <li>5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS);</li> <li>6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS);</li> </ol>
21.1	Not Applicable

*Section IV. General Conditions of Contract*



## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## 5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

*Section V. Special Conditions of Contract*



# Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b>For Goods supplied from abroad –</b></p> <p>The delivery terms applicable to the Contract are DDP delivered at SSS Main Office, East Avenue, Diliman, Quezon City. In accordance with INCOTERMS.”</p> <p><b>For Goods supplied from within the Philippines –</b></p> <p>The delivery terms applicable to this Contract are delivered at SSS Main Office, East Avenue, Diliman, Quezon City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Information Systems Audit Department (ISAD).</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract;</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>



	<p><b>Support Services –</b></p> <p>Two (2)-year support services shall be provided by the supplier immediately after the 2-year warranty period. Support services shall include:</p> <ul style="list-style-type: none"> <li>a) Should there be announced improvements or applicable software updates, security patches, and feature packs on the proposed Internal Audit Management System (IAMS), such improvements or software updates, security patches, and feature packs shall be installed at the SSS by the supplier.</li> <li>b) Should there be additional requirements of the SSS, the supplier shall customize the IAMS.</li> <li>c) Technical support via web, email and telephone during office hours (8AM to 5PM) x five (5) days a week.</li> <li>d) The supplier shall respond to technical problems or issues reported within two (2) hours from receipt of notice either through phone (hotline), electronic communication or written letter and resolve the problems or issues within 2 days/48 hours.</li> </ul>
2.2	<p><b>a. Supply, Installation, Customization and Configuration of IAMS into operational State</b></p> <p>One-time payment after final acceptance of the project.</p> <p><b>b. Two (2) Years Support Services after the 2-year warranty period</b></p> <p>Four (4) equal payments, every after six (6) months.</p> <p>All payments shall be credited to the LANDBANK or DBP account of the supplier and subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.</p> <p>Payment using LC is not allowed.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p><b>A. <u>DURING POST QUALIFICATION</u></b></p> <p>The SSS Technical Working Group (TWG) may conduct site visit/s to the bidder's existing installation/s to inspect and verify if submitted SLCC is indeed similar in nature to the project.</p> <p>All coordination and facilitation shall be attended to by the bidder. All cost, if there is any, that may be incurred during inspection shall be to the account of the bidder.</p> <p><b>B. <u>PRIOR TO ISSUANCE OF CERTIFICATE OF COMPLETION AND FINAL ACCEPTANCE</u></b></p> <ul style="list-style-type: none"> <li>a. Performance testing shall be done on the delivered goods and on each customization phase of the project. The testing shall be for a period of thirty (30) working days, which shall commence immediately on the next working day upon receipt of a written advice by the Supplier on the complete supply, installation, customization and configuration of Internal Audit Management System (IAMS) into operational state. The performance test shall be conducted by the designated representatives of IASG to be facilitated by the Supplier and shall be based on</li> </ul>



	<p>specifications stated in <b>Section VII-Technical Specifications</b> and <b>Annex A - Scope of Works</b>.</p> <p>b. If all requirements are complied with after performance testing, the SSS shall issue a <b>Certificate of Completion and Final Acceptance</b> to authorize payment, subject to the applicable COA rules and regulations.</p> <p>c. If all requirements are not complied with after the conduct of performance testing, the SSS shall have the option of terminating the contract or continue with the performance testing until all requirements are met.</p> <p>However, in continuing the performance testing, a daily penalty of 1/10 of 1% of the contract price shall be imposed on the Supplier. The SSS' option to terminate the contract shall remain in effect until such time a successful completion of the performance test is attained. However, when the penalty amount has reached 10% of the total contract price, the SSS may terminate the contract.</p> <p>Upon cancellation of the contract, SSS shall forfeit the performance security and the contract may be awarded to the next bidder with Lowest Calculated and Responsive Bid.</p> <p>In awarding the contract to the bidder with the next Lowest Calculated and Responsive Bid, the forfeited performance security will be applied to the difference in the bid price. If the forfeited performance security is insufficient, the bidder whose bond was forfeited shall shoulder the remaining difference in cost.</p>
5.1	<p>A <b>two (2) year</b> warranty is required on the supplied Internal Audit Management System (IAMS) and shall take effect upon issuance of certificate of acceptance by the SSS. Said warranty shall include the following:</p> <p>a) The Supplier warrants that should there be announced improvements on the proposed IAMS after date of submission of proposals and before date of implementation, such improvements shall be delivered to and installed at the SSS by the winning bidder without affecting the submitted bid price proposal.</p> <p>b) During the warranty period, SSS shall be entitled to all applicable software updates, security patches, and feature packs at no additional cost to SSS.</p> <p>c) During the warranty period, the winning bidder shall provide technical support for the IAMS at no additional cost to SSS.</p> <p>d) Customer Portal wherein SSS can download firmware upgrades, fixes and patches.</p> <p>e) Technical support via web, email and telephone during office hours (8AM to 5PM) x five (5) days a week.</p> <p>f) The supplier shall respond to technical problems or issues reported within two (2) hours from receipt of notice either through phone (hotline), electronic communication or written letter and resolve the problems or issues within 2 days/48 hours.</p>

5.2	<p>The Procuring Entity shall promptly notify the Supplier of any claims arising during the two (2)-year warranty through any of the following means of communications:</p> <ul style="list-style-type: none"><li>a) Email</li><li>b) Phone Call</li><li>c) Written Letter</li><li>d) Service request via the Service Provider's Help Desk System</li></ul>
6	<p><b>Liability of the Supplier</b></p> <p>1. <b>CONFIDENTIALITY.</b> Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.</p> <p>The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> <p>2. <b>MERGER AND CONSOLIDATION.</b> In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement.</p> <p>3. <b>FORCE MAJEURE.</b> SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.</p> <p>For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> <p>4. <b>NON-ASSIGNMENT.</b> SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.</p>

	<p>5. <b>WAIVER.</b> Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.</p> <p>6. <b>CUMULATIVE REMEDIES.</b> Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.</p> <p>7. <b>NO EMPLOYER-EMPLOYEE RELATIONSHIP.</b> It is expressly and manifestly understood and agreed upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER. The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.</p> <p>8. <b>PARTNERSHIP.</b> Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.</p> <p>9. <b>COMPLIANCE WITH SS LAW.</b> SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from SUPPLIER's receivables under this Agreement.</p> <p>Further, prescription does not run against SSS for its failure to demand SS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.</p>
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	<p>10. COMPLIANCE WITH LABOR LAWS. SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.</p> <p>It is agreed further, that prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.</p> <p>11. COMPLIANCE WITH TAX LAWS. SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.</p> <p>As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.</p> <p>12. LIQUIDATED DAMAGES. If SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.</p> <p>13. HOLD FREE and HARMLESS. SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.</p> <p>SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to SUPPLIER's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER's obligations under this Agreement.</p>
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	<p>14. SETTLEMENT OF DISPUTES. If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the “Arbitration Law” and RA No. 9285, otherwise known as the “Alternative Dispute Resolution Act of 2004,” in order to settle their disputes.</p> <p>No arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.</p> <p>15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.</p> <p>16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.</p> <p>17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.</p> <p>18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.</p> <p>19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.</p>
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# Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1.	<b>Internal Audit Management System (IAMS)</b>	1 Lot	1 Lot	Within 180 calendar days from receipt of Notice to Proceed and Signed Contract
	Supply, Installation, Customization and Configuration of IAMS into Operational State <ul style="list-style-type: none"> <li>▪ Enterprise and Perpetual Licenses (at least 50 Auditor Licenses)</li> <li>▪ connection to SSS Network</li> <li>▪ connection to SSS Database Servers (Oracle, Microsoft SQL, MySQL)</li> </ul> <p>Note: Refer to <b>Annex “A”</b> for the Scope of Works to be done.</p>			
2.	<b>Documentations</b>			Within 180 calendar days from receipt of Notice to Proceed and Signed Contract
	a. Installation and Systems Manual			
	▪ Printed Copy	At least 1	At least 1	
	▪ USB Copy	At least 1	At least 1	
	b. User’s Manual			
	▪ Printed Copy	At least 1	At least 1	
	▪ USB Copy	At least 1	At least 1	
	c. System Administrator’s Manual			
	▪ Printed Copy	At least 1	At least 1	
	▪ USB Copy	At least 1	At least 1	
3.	<b>Training/Knowledge Transfer</b>			
	a. Technical training for system administration, maintenance and operations, including among others, system installation and configuration, security management, backup/restore and error handling procedures to be conducted for at least 3 days, 8 hours per day.	At Least 6 pax	At Least 6 pax	Within 5 calendar days from issuance and receipt of certificate of completion and acceptance
	b. User’s Training (Functionality of the IAMS) to be conducted for at least 5 days, 8 hours per day in two (2) batches.  <i>(Note: All costs related to the conduct of trainings shall be to the account of the vendor.)</i>	At least 50 pax	At least 50 pax	To commence immediately after the completion of the technical training as mentioned in item “a”.
4.	<b>Submission of Project Management Plan</b>			Within 5 calendar days from receipt of Notice to Proceed and Signed Contract
5.	<b>Two (2) Years Warranty</b>			To commence immediately upon final acceptance of the project
6.	<b>Two (2) Years Support Services</b>			To commence immediately after the 2-year warranty period



*Section VII. Technical Specifications*





# Technical Specifications

Item	Specification	Statement of Compliance	Annex
<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></p>			
<b>INTERNAL AUDIT MANAGEMENT SYSTEM (IAMS)</b>			
<p><b>A. General Requirement</b></p> <p>The bidder must supply and install an Internal Audit Management System (IAMS), which is an “Off-the-Shelf Software Solution” that will be customized and configured to the requirements of the SSS as mentioned in “Annex A – Scope of Works” of the Bidding Documents.</p> <p><i>The bidder must submit un-amended sales literature, product brochure or any equivalent documentation as proof that the proposed system can meet the following:</i></p>			
<b>The IAMS must be installed in SSS:</b>			
<ul style="list-style-type: none"> <li>▪ Server: Windows Server 2019 (Hyperconverged Infrastructure)</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Database: Microsoft SQL Server 2019 Enterprise Edition “<b><u>or</u></b>” Oracle Database 12c or higher</li> </ul>			
<b>B. Functional Requirements</b>			
<p>The system must have the facility to automate the following audit workflow:</p> <ul style="list-style-type: none"> <li>▪ Planning</li> <li>▪ Execution</li> <li>▪ Reporting</li> <li>▪ Monitoring</li> </ul> <p><i>The bidder must submit un-amended sales literature, product brochure or any equivalent documentation as proof that the proposed system has modules for each of the foregoing audit workflow.</i></p>			
<b>1.</b>	<b>Audit Planning</b>		
	<i>The bidder must submit un-amended sales literature, product brochure or any equivalent documentation as proof that the proposed system has the following functionalities for audit planning:</i>		
	The system must have the capability to:		
	1.1 Create database of audit universe (units and processes).		
	1.2 Generate list of audit universe for a particular period.		
	1.3 Update and track changes to audit universe.		
	1.4 Create internal control questionnaire, audit questionnaire, etc.		
	1.5 Execute control risk assessment for audit scoping.		





Item	Specification		Statement of Compliance	Annex
	1.6	Create audit plan based on the results of control risk assessment.		
	1.7	Maintain database of previous audit engagements, templates and forms.		
<b>2.</b>	<b>Audit Execution</b>			
	<i>The bidder must submit un-amended sales literature, product brochure or any equivalent documentation as proof that the proposed system has the following functionalities for audit execution:</i>			
	The system must have the capability to:			
	2.1	Automate assignment of activities to auditors.		
	2.2	Create standard working paper templates based on data or defined parameters.		
	2.3	Connect directly to any data source.		
	2.4	Join multiple databases (at least 3) from different data sources at one time.		
	2.5	Extract/import and analyze data from multiple databases through analytics tool.		
	2.6	Extract/import data at a scheduled time/lights-out operation.		
	2.7	Accept and execute scripts.		
	2.8	Facilitate correspondences between and among auditors, as well as auditees with scheduled follow-ups, reminders and notifications.		
	2.9	Record series of commands for future use, re-run or sharing among auditors.		
	2.10	Export data analytic results or reports to common file types (MS Excel, Delimited Files, etc.).		
	2.11	Present analytic results through graphical presentations/visuals.		
	2.12	Allow review access to key audit data (e.g., audit program, working papers, etc.).		
<b>3.</b>	<b>Audit Reporting</b>			
	<i>The bidder must submit un-amended sales literature, product brochure or any equivalent documentation as proof that the proposed system has the following functionalities for audit reporting:</i>			
	The system must have the capability to:			
	3.1	Generate audit report based on data, information, evidences or documents gathered.		
	3.2	Generate audit reports based on standard format.		
	3.3	Cross reference audit findings with schedules, annexes, evidences, etc.		
	3.4	Allow annotation on audit reports.		
	3.5	Compute audit rating based on parameters.		



Item	Specification		Statement of Compliance	Annex
<b>4.</b>	<b>Monitoring</b>			
	<i>The bidder must submit un-amended sales literature, product brochure or any equivalent documentation as proof that the proposed system has the following functionalities for audit monitoring:</i>			
	The system must have the capability to:			
	4.1	Consolidate audit issues to track the action plans and actions taken by the auditees with scheduled follow-ups, reminders, and notifications.		
	4.2	Generate status report on the implementation of action plans and actions taken by auditees.		
<b>5.</b>	<b>Other System Capabilities</b>			
	<i>The bidder must submit un-amended sales literature, product brochure or any equivalent documentation as proof that the proposed system has the following functionalities and system capabilities:</i>			
	5.1	Project scheduling and management.		
	5.2	Real-time dashboard for tracking of audit projects with alert functionalities.		
	5.3	Real-time identification of unusual/suspect transactions based on established criteria (continuous audit).		
	5.4	Workflow system for correspondence management (internal and external).		
	5.5	Records archival and management system.		
	5.6	Interface with other application systems of the SSS.		
	5.7	Interface with current e-mail system of the SSS (MS Office 365).		
	5.8	Import/upload various file formats (e.g., MS Word/Excel, PDF, JPEG, etc.) into the system.		
	5.9	Allow audit online and offline 24/7.		
	5.10	Compatible to run on Windows Systems.		
	5.11	Automatic recovery of unsaved data or information.		
	5.12	Audit trails.		
	5.13	Automatic notification for software updates.		
	5.14	Technical support via web, email and telephone during office hours (8AM to 5PM) x five (5) days a week.		
	5.15	A global portal for knowledge/ideas sharing and downloading of commonly used scripts and script updates from vendor.		
<b>C.</b>	<b>Certification and Other Requirement</b>			
	1	Certificate of Authorized Resellership/Dealership of the proposed product/s, if the bidder is not the manufacturer of the proposed product/s. Certification shall be valid until December 2023.		

Item	Specification		Statement of Compliance	Annex
	2	<p>A List of Personnel to be assigned to the project with detailed resume and experience. Personnel must be under the Winning Bidder's direct employment at least 1 year prior to the deadline for the submission and receipt of bids.</p> <p>Personnel to be assigned to the project must have been reported to SSS under the employ of the bidder (based on Web Inquiry System of the SSS).</p>		



## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); if non- Platinum members, submit the following:
- ☐ (b) PhilGEPS Registration, and
- ☐ (c) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- ☐ (d) 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;  
**And**
- ☐ (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (f) Statement of the prospective bidder 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; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, **within five (5) years period** prior to the submission and opening of Bids; **and**
- ☐ (h) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **Or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder and copy Authority to Notarize issued to the Notary Public by the Regional Trial Court.

#### Other documentary requirements under RA No. 9184 (as applicable)

For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos:

- ☐ (k) Copy of Treaty, International or Executive Agreement; **or**
- ☐ (l) 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.
- ☐ (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

***Class “B” Documents***

- (n) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- ☐

**Financial Documents**

- ☐ (o) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (p) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (q) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (r) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

**IMPORTANT REMINDERS**

- A) Each and every page of the **Bid Forms/Price Schedule(s)/Bid Breakdown**, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
- Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component  
Envelop (2): COPY1 – Eligibility Requirements and Technical Component  
Envelop (3): COPY2 – Eligibility Requirements and Technical Component
- b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
- Envelop (4): ORIGINAL – Financial Component  
Envelop (5): COPY1 – Financial Component  
Envelop (6): COPY2 – Financial Component
- c) Bidders shall enclose, seal and mark the following:



Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked “ORIGINAL–BID”

Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked “COPY1–BID”

Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”

- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
  - addressed to the Procuring Entity’s BAC
  - name and address of the Bidder in capital letters
  - name of the contract/project to be bid in capital letters
  - bear the specific identification/reference code of this bidding process
  - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

**THE CHAIRPERSON**  
**BIDS AND AWARDS COMMITTEE**  
**2<sup>ND</sup> FLOOR, SSS MAIN BUILDING**  
**EAST AVENUE, DILIMAN, QUEZON CITY**

NAME OF BIDDER : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_  
ITB REFERENCE NUMBER: \_\_\_\_\_

DO NOT OPEN BEFORE  
(the date and time for the opening of bids)

- E) Bids submitted after the deadline shall only be marked for recording purpose, shall not be included in the opening of bids, and shall be returned to the bidder unopened.
- F) Bidders shall submit a copy of the Authority to Notarize issued by the Regional Trial Court to the Notarial Public.



FORMS





Bid Form for the Procurement of Goods

BID FORM

SUPPLY, INSTALLATION, CUSTOMIZATION AND CONFIGURATION OF  
INTERNAL AUDIT MANAGEMENT SYSTEM (IAMS)  
INTO OPERATIONAL STATE (RE-ADVERTISEMENT)

Date: \_\_\_\_\_  
Project Identification No.: \_\_\_\_\_

To: **SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] **SUPPLY, INSTALLATION, CUSTOMIZATION AND CONFIGURATION OF INTERNAL AUDIT MANAGEMENT SYSTEM (IAMS) INTO OPERATIONAL STATE (RE-ADVERTISEMENT)** in conformity with the said PBDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
_____	_____
_____	_____
_____	_____

(if none, state “None”)

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.



We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices/Bid Breakdown, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity:\_\_\_\_\_

Signature:\_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



Price Schedule(s)/Bid Breakdown

Name of Bidder	Invitation to Bid Number
Cost Component	Total Cost
1. Supply, Installation, Customization and Configuration of IAMS into Operational State <ul style="list-style-type: none"><li>▪ Enterprise and Perpetual Licenses (at least 50 Auditor Licenses)</li><li>▪ connection to SSS Network</li><li>▪ connection to SSS Database Servers (Oracle, Microsoft SQL, MySQL)</li></ul>	₱
2. Documentations <ul style="list-style-type: none"><li>▪ Installation and System’s Manual</li><li>▪ User’s Manual</li><li>▪ System Administrator’s Manual</li></ul>	FREE
3. Training/Knowledge Transfer	FREE
4. Project Management Plan	FREE
5. Two (2)-Year Warranty	FREE
6. Two (2)-Year Support Services after the 2-year warranty period	₱
Total	₱

Notes:

- Any bid exceeding the ABC per item below shall not be accepted.
  - Supply, Installation, Customization and Configuration of Internal Audit Management System (IAMS) into Operational State (With at least 50 Auditor Licenses) - **₱15,875,200.00**
  - Two (2)-Year Support Services after the 2-year warranty period - **₱7,112,090.00**
- Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.
  - If the item is given for free, indicate dash (-), zero (0) or free
  - If the item is not applicable, indicate N/A
- Please use the hardcopy of the Bid Breakdown provided to the bidders.
- All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- Bid proposal must be inclusive of all applicable taxes.
- Documentation, Warranty, Training and Project Management requirements are at no cost to SSS.

Name: \_\_\_\_\_  
Legal capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_





(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date: \_\_\_\_\_

Social Security System (SSS)  
SSS Main Building, East Avenue  
Diliman, Quezon City

CONTRACT PROJECT : \_\_\_\_\_  
COMPANY/FIRM : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
BANK/FINANCING : \_\_\_\_\_  
INSTITUTION : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
AMOUNT : \_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004 Rules on Notarial Practice \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

NOTARY PUBLIC

Doc No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of : \_\_\_\_\_

(Note: The amount committed should be machine validated in the Certificate itself)



FORM-05

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	REMARKS (Indicate “With NDA” or “Without NDA”)

NOTE: INCLUDING PROJECTS WITH NON-DISCLOSURE AGREEMENT (NDA)



**FORM-06**

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO  
THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC  
WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)**

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS



**Bid Securing Declaration Form**

REPUBLIC OF THE PHILIPPINES) CITY OF  
\_\_\_\_\_) S.S.

**BID SECURING DECLARATION**

**Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]*  
*[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*  
*[Insert signatory's legal capacity]* Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

*GPPB Resolution No. 16-2020, dated 16 September 2020.*





Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

SUPPLY, INSTALLATION, CUSTOMIZATION AND CONFIGURATION OF  
INTERNAL AUDIT MANAGEMENT SYSTEM (IAMS) INTO OPERATIONAL  
STATE (RE-ADVERTISEMENT)

ITB-SSS-Goods-2023-\_\_

THIS AGREEMENT made between:

SOCIAL SECURITY SYSTEM, a government-owned and controlled corporation created pursuant to Republic Act No. 11199, with principal office address at SSS Building, East Avenue, Diliman, Quezon City, represented herein by its Approving Authority and (Position of Approving Authority), (Name of Approving Authority) and (Position of Signatory), (Name of signatory), duly authorized pursuant to Administrative Order \_\_\_\_\_, \_\_\_\_\_ (pertaining to Approving Authority) (Annex “A”) and Office Order \_\_\_\_\_, \_\_\_\_\_ (Annex “B”) (pertaining to signatories), hereinafter referred to as the “SSS”;

- a n d -

(NAME OF SUPPLIER), of legal age, Filipino, single/married, with principal address at \_\_\_\_\_, hereinafter referred to as the “Supplier”.

If corporation

(NAME OF SUPPLIER), a corporation duly created and existing pursuant to the laws of the Republic of the Philippines, with principal office address at \_\_\_\_\_, represented herein by its (Position of Signatory), (Name of Signatory), duly authorized pursuant to \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as the “Supplier”.

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] (PROJECT) and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of /contract price in words and figures in specified currency/ (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.



2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- a. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- b. Supplier's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- c. Performance Security;
- d. Notice of Award of Contract; and the Bidder's conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. SSS agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date and place indicated in their respective acknowledgments.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Position of Signatory]*

*[Insert Position of Signatory]*

*for:*

*for:*

SSS

*[Insert Name of Supplier]*



(In case of double acknowledgment which is usually used by the SSS)

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

(Name of Certifying officer as to availability of funds)

(Position of Certifying Officer)

(Department/Office of Certifying Officer)

FUNDS AVAILABLE:

APP No.: \_\_\_\_\_

FIRST ACKNOWLEDGMENT

Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, on this \_\_\_\_\_ day of \_\_\_\_\_ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of \_\_\_\_\_ (\_\_\_\_) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed as well as the free and voluntary act and deed of the principal he/she /they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_.



SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

SECOND ACKNOWLEDGMENT

Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, on this \_\_\_\_\_  
day of \_\_\_\_\_ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of \_\_\_\_\_ (\_\_) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed (if corporation to include succeeding phrase) as well as the free and voluntary act and deed of the principal he/she/they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_.

*GPPB Resolution No. 16-2020, dated 16 September 2020*



Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached documents showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a) Carefully examining all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

GPPB Resolution No. 16-2020, dated 16 September 2020.

**SECRETARY'S CERTIFICATE**

I, <NAME OF CORPORATE SECRETARY>, of legal age, <Civil Status>, Filipino citizen and with business at <Company Address>, after being duly sworn, hereby depose and state that:

- 1. I am the Corporate Secretary of <COMPANY NAME>, a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at <Office Address>.
- 2. As the Corporate Secretary, I have custody and access to the records of the Corporation.
- 3. I am familiar with the facts herein certified and duly authorized to certify the same.
- 4. I hereby certify that during a regular meeting of the Board of Directors of the Corporation held on <Date of Meeting>, at which meeting a quorum was present, the following Resolution/s was/were unanimously passed, approved and adopted:

- a) RESOLVED that <COMPANY NAME>, authorized and empowered the following to participate in the bidding for the <PROJECT NAME> of the SOCIAL SECURITY SYSTEM:

NAME	POSITION/DESIGNATION	SIGNATURE
1.		
2.		

- b) RESOLVED FURTHER that, if awarded the Contract, the following is/are granted full power and authority to enter into contract with the SOCIAL SECURITY SYSTEM:

NAME	POSITION/DESIGNATION	SIGNATURE
1.		
2.		

- c) RESOLVED FURTHERMORE that, the designated representative/s of the Corporation has/have the full power to perform any and all acts necessary and/or to represent the Corporation as fully and effectively as the Corporation might do if personally present, and hereby satisfying and confirming all the said representative/s shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_\_\_ at <CITY>.

\_\_\_\_\_  
NAME & SIGNATURE of Corporate Secretary

SUBSCRIBE AND SWORN to before me this \_\_ day of \_\_\_\_\_ at <CITY>, affiant having exhibited to me his/her <Government Issued ID and details [issued by, date and place issued if applicable]>).

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



Performance Securing Declaration (Revised)

[As alternative performance security to be submitted by the winning bidder within ten (10) days from receipt of Notice of Award]

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

- a. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
- b. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
- c. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory’s legal capacity]  
Affiant

**[Jurat]**  
[Format shall be based on the latest Rules on Notarial Practice]





## Annex A

### Scope of Works

The winning bidder must customize the system to meet the requirements of the following audit workflow:		
1.	<b>Audit Planning</b>	
	1.1	<p>Must capture the Audit Universe/Units/Processes with the minimum but not limited to the following details:</p> <ul style="list-style-type: none"> <li>i. Name of Branch/Department/Unit</li> <li>ii. Category: <ul style="list-style-type: none"> <li>• Branch category (Mega, Large, Medium, Small, Service Office Representative/Foreign Office)</li> <li>• Department/Unit category (Operations, Corporate, Investment, Others)</li> </ul> </li> <li>iii. Name of Process <ul style="list-style-type: none"> <li>• Category (Core or Support Process)</li> <li>• Business Process Owner</li> <li>• Technical Owner</li> </ul> </li> </ul>
	1.2	Must define, update and track changes to audit universe.
	1.3	Must generate list of audit universe for a particular period.
	1.4	<p>Must automate the conduct of Baseline Assessment of Internal Control System (BAICS)</p> <ul style="list-style-type: none"> <li>• Creation of Projects based on selected Critical Key Processes</li> <li>• Creation of BAICS Team</li> <li>• Extraction of identified audit references (Official Orders) from the Issuance and Forms Management System (IFMS) of the SSS</li> <li>• Storage of external audit references (pertinent laws, rules, regulations, etc.)</li> <li>• Preparation of Process Narratives/Flow Charts</li> <li>• Internal Control Questionnaire (ICQ) <ul style="list-style-type: none"> <li>○ Preparation of ICQ</li> <li>○ Classification of controls as to: <ul style="list-style-type: none"> <li>i. Control Component <ul style="list-style-type: none"> <li>▪ Control Environment</li> <li>▪ Risk Assessment</li> <li>▪ Control Activities</li> <li>▪ Information and Communication</li> <li>▪ Monitoring and Evaluation</li> </ul> </li> <li>ii. Control Objective <ul style="list-style-type: none"> <li>▪ Safeguard assets</li> <li>▪ Check the accuracy and reliability of accounting data</li> <li>▪ Comply with laws, policies, rules and regulations</li> <li>▪ Adhere to managerial policies</li> <li>▪ Ensure effective, efficient, ethical and economical (4E's) operations</li> </ul> </li> <li>iii. Control Application <ul style="list-style-type: none"> <li>▪ Verification</li> <li>▪ Validation</li> <li>▪ Accuracy</li> <li>▪ Existence</li> <li>▪ Disclosure</li> <li>▪ Supervision</li> </ul> </li> </ul> </li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>▪ Correctness</li> <li>▪ Approval</li> <li>▪ Authority</li> <li>▪ Timeliness</li> <li>▪ Review</li> <li>▪ Reporting</li> <li>▪ Monitoring</li> </ul> <p>iv. Control Type</p> <ul style="list-style-type: none"> <li>▪ Preventative</li> <li>▪ Detective</li> <li>▪ Corrective</li> </ul> <ul style="list-style-type: none"> <li>○ Generation of ICQ Form</li> <li>○ Administration of ICQ</li> <li>○ Receipt of responses to ICQ and supporting documents</li> <li>○ Consolidation and summary of responses</li> <li>○ Evaluation and test of controls</li> <li>○ Generation of Initial Baseline Assessment Report (BAR) for auditees' comments</li> <li>○ Issuance of BAR to auditees</li> <li>○ Integration of auditees' comments to Final BAR</li> <li>○ Generation of Final BAR <ul style="list-style-type: none"> <li>▪ Executive summary</li> <li>▪ Objectives, scope and methodology</li> <li>▪ Detailed findings and recommendations on each internal control component <ul style="list-style-type: none"> <li>- ICS Profile</li> <li>- Summary of Effective Controls (Control Universe)</li> <li>- Summary of Gaps (Insufficiency of Control Design, Non-implementation of Controls)</li> </ul> </li> </ul> </li> <li>○ Conclusion</li> <li>○ Attachments</li> </ul>
	1.5	<p>Must automate the conduct of Control Risk Assessment (based on Control Universe).</p> <ul style="list-style-type: none"> <li>• Risk Identification and Analysis <ul style="list-style-type: none"> <li>○ Risk Identification</li> <li>○ Describing and Categorizing Risks</li> <li>○ Likelihood and Severity Analysis</li> <li>○ Risk Documentation</li> <li>○ Risk Mapping and Prioritization</li> </ul> </li> <li>• The system must be capable of ranking processes or audit areas according to total risk score and level.</li> <li>• Create risk-based audit plans for the 3-year period.</li> </ul>
	1.6	<p>Must allow addition of new engagements as requested by the Audit Committee, President and CEO, and Social Security Commission.</p>
	1.7	<p>Must generate Annual Audit Plan for submission to Audit Committee (for approval) with the following details:</p> <ul style="list-style-type: none"> <li>• Audit Project</li> <li>• Due Date</li> <li>• Audit Scope</li> <li>• Audit Objectives</li> <li>• Audit Department</li> </ul>

		<ul style="list-style-type: none"> <li>• Auditable Units (Auditees)</li> </ul>
	1.8	Must maintain database of previous audit engagements, templates and forms.
<b>2.</b>	<b>Project Planning</b>	
	2.1	<p>Must automate Audit Engagement Planning (Resource Planning and Scheduling).</p> <ul style="list-style-type: none"> <li>• Preparation and routing of Audit Assignment Memo with the following details: <ul style="list-style-type: none"> <li>○ Audit Project</li> <li>○ Project Number</li> <li>○ Audit Type</li> <li>○ Audit Objectives</li> <li>○ Audit Scope <ul style="list-style-type: none"> <li>▪ Name of Process/es</li> <li>▪ Transaction Period</li> <li>▪ Branch/Department/Units involved</li> </ul> </li> <li>○ Audit Start</li> <li>○ Audit End</li> <li>○ Assigned Auditors <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Position Title/Designation</li> <li>▪ Process/es Assigned</li> <li>▪ Date of Assignment</li> <li>▪ Electronic Signature</li> </ul> </li> </ul> </li> <li>• Preparation and routing of General Audit Program with the following details: <ul style="list-style-type: none"> <li>○ Audit Project</li> <li>○ Project Number</li> <li>○ Audit Type</li> <li>○ Audit Objectives</li> <li>○ Audit Criteria</li> <li>○ Audit Procedures</li> <li>○ Expected Output/Deliverables</li> <li>○ Target Completion Date</li> <li>○ Assigned Auditor/s</li> </ul> </li> </ul>
	2.2	<p>Must create standard working paper templates based on business rules, audit objectives, audit criteria, audit procedure and other defined parameters. The format of the standard working papers will have the following fields:</p> <ul style="list-style-type: none"> <li>• Audit Project</li> <li>• Project No.</li> <li>• Audit Type</li> <li>• Audit Objectives</li> <li>• Audit Scope</li> <li>• Audit Criteria</li> <li>• Audit Procedure</li> <li>• Preparer</li> <li>• Reviewer</li> <li>• Approver</li> </ul>
<b>3.</b>	<b>Audit Execution</b>	
	3.1	<p>Must automate the preparation of audit announcement memorandum (including file attachments) with the following details:</p> <ul style="list-style-type: none"> <li>• Letterhead</li> <li>• Memorandum heading <ul style="list-style-type: none"> <li>○ For</li> <li>○ Thru</li> <li>○ From</li> <li>○ Subject</li> <li>○ Date</li> </ul> </li> <li>• Body</li> </ul>



		<ul style="list-style-type: none"><li>○ Audit Objectives</li><li>○ Target Participants</li><li>○ Scope of Audit</li><li>○ Assigned Auditors</li></ul>		
	3.2	Must allow review to key audit data (e.g., audit program, working papers, etc.).		
	<b>Must have an analytic tool with the capability to:</b>			
	3.3	Extract/import and read different data formats and file structures (word, excel, text, dbase, pdf, jpg, etc.) from different data sources (e.g., Oracle Server, Microsoft SQL, MySQL, Unix Server, Local Machines/PCs/Laptops, etc.).		
	3.4	Extract/import data at a scheduled time (automated/Lights-out Operation).		
	3.5	Extract/import and analyze data from multiple databases through analytics tool.		
	3.6	Customize built-in logical and analytical functions.		
	3.7	Relate multiple Databases at one time (at least 3 Databases).		
	3.8	Join and relate data from different data sources.		
	3.9	Accept and execute scripts.		
	3.10	Record series of commands for future use, re-run or sharing among auditors.		
	3.11	Generate customized reports and graphical presentation/visuals of analytic results.		
	3.12	Export data analytic results or reports through export to common file types (MS Excel, Delimited Files, etc.).		
	3.13	Present analytic results through graphical presentations/visuals.		
<b>4.</b>	<b>Audit Reporting</b>			
	4.1	<p>Must generate audit report containing the 5C's of audit findings/observations, as follows:</p> <ul style="list-style-type: none"><li>▪ Condition</li><li>▪ Criteria</li><li>▪ Cause/s</li><li>▪ Consequence/s</li><li>▪ Corrective Action/s</li></ul> <p>The standard format of the audit report will have the following fields:</p> <table><tr><td><ul style="list-style-type: none"><li>• Audit Project</li><li>• Project No.</li><li>• Audit Type</li><li>• Audit Objectives</li><li>• Audit Scope</li><li>• Audit Criteria</li><li>• Notes to Auditees</li><li>• Elements of Audit Finding:<ul style="list-style-type: none"><li>○ Condition</li><li>○ Criteria</li><li>○ Cause/s</li><li>○ Consequence</li><li>○ Corrective Actions</li></ul></li></ul></td><td><ul style="list-style-type: none"><li>• Audit Finding Categorization<ul style="list-style-type: none"><li>○ Critical</li><li>○ Major</li><li>○ Minor</li></ul></li><li>• Auditee's Comments/Replies</li><li>• Action Taken</li><li>• Action Plan<ul style="list-style-type: none"><li>○ Plans/Programs/Activities</li><li>○ Timeline</li></ul></li><li>• Signatories<ul style="list-style-type: none"><li>○ Preparer</li><li>○ Reviewer</li><li>○ Approver</li></ul></li></ul></td></tr></table> <p>/Recommendations</p>	<ul style="list-style-type: none"><li>• Audit Project</li><li>• Project No.</li><li>• Audit Type</li><li>• Audit Objectives</li><li>• Audit Scope</li><li>• Audit Criteria</li><li>• Notes to Auditees</li><li>• Elements of Audit Finding:<ul style="list-style-type: none"><li>○ Condition</li><li>○ Criteria</li><li>○ Cause/s</li><li>○ Consequence</li><li>○ Corrective Actions</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Audit Finding Categorization<ul style="list-style-type: none"><li>○ Critical</li><li>○ Major</li><li>○ Minor</li></ul></li><li>• Auditee's Comments/Replies</li><li>• Action Taken</li><li>• Action Plan<ul style="list-style-type: none"><li>○ Plans/Programs/Activities</li><li>○ Timeline</li></ul></li><li>• Signatories<ul style="list-style-type: none"><li>○ Preparer</li><li>○ Reviewer</li><li>○ Approver</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Audit Project</li><li>• Project No.</li><li>• Audit Type</li><li>• Audit Objectives</li><li>• Audit Scope</li><li>• Audit Criteria</li><li>• Notes to Auditees</li><li>• Elements of Audit Finding:<ul style="list-style-type: none"><li>○ Condition</li><li>○ Criteria</li><li>○ Cause/s</li><li>○ Consequence</li><li>○ Corrective Actions</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Audit Finding Categorization<ul style="list-style-type: none"><li>○ Critical</li><li>○ Major</li><li>○ Minor</li></ul></li><li>• Auditee's Comments/Replies</li><li>• Action Taken</li><li>• Action Plan<ul style="list-style-type: none"><li>○ Plans/Programs/Activities</li><li>○ Timeline</li></ul></li><li>• Signatories<ul style="list-style-type: none"><li>○ Preparer</li><li>○ Reviewer</li><li>○ Approver</li></ul></li></ul>			
	4.2	Must cross reference audit findings with schedules, annexes, evidences, etc.		
	4.3	Must allow annotation on audit reports.		
	4.4	Must document name of auditor, reviewer & approver and dates of preparation, review & approval.		



	4.5	Must document auditor, reviewer and approver through electronic sign-off.
	4.6	Must compute audit rating based on approved parameters ( <b>See Annex B</b> ).
	4.7	Must document preparation and submission dates of reports.
<b>5. Project Monitoring / Management</b>		
	5.1	Must automate assignment of audit activities to auditors.
	5.2	Must create an inventory of requested documents and inquiries.
	5.3	Must age pending document requests & inquiries and generate reports (statistics in graphical form).
	5.4	Must have automatic notifications to auditees on pending document requests and inquiries and generate tracking and notification reports.
	5.5	Must sign off engagement milestones electronically.
	5.6	Must consolidate audit issues to track the action plans and actions taken by the auditees/process owners with scheduled follow-ups, reminders, and notifications.
	5.7	Must generate status report on the implementation of action plans and actions taken by the auditees/process owners.
<b>6. Other System Capabilities</b>		
	6.1	Project scheduling and management.
	6.2	Real-time dashboard for tracking of audit projects with alert functionalities. <ul style="list-style-type: none"> <li>▪ status of assigned audit activities per auditor</li> <li>▪ actions by the auditor on notations by the reviewer</li> <li>▪ status of audit projects (per division, department, team)</li> </ul>
	6.3	Real-time identification of unusual/suspect transactions based on established criteria (continuous audit).
	6.4	Workflow system for correspondence management (internal and external).
	6.5	Records archival and management system.
	6.6	Interface with other application systems of the SSS.
	6.7	Interface with current e-mail system of the SSS (MS Office 365).
	6.8	Interface with other analytics tools.
	6.9	Import/upload various file formats (e.g., MS Word/Excel, PDF, JPEG, etc.) into the system.
	6.10	Allow audit online and offline 24/7.
	6.11	Compatible to run on Windows Systems.
	6.12	Automatic recovery of unsaved data or information.
	6.13	Audit trails which include at a minimum: <ul style="list-style-type: none"> <li>▪ Username</li> <li>▪ Action/s performed</li> <li>▪ Date and time</li> <li>▪ Report on Successful/Unsuccessful Login</li> <li>▪ User List Report with last log in date</li> </ul>
	6.14	Use of Username and Password to allow access based on defined roles.
	6.15	Automatic notification for software updates.
	6.16	Technical support via web, email and telephone during office hours (8AM to 5PM) x five (5) days a week.
	6.17	Portal for knowledge/ideas sharing and downloading of commonly used scripts and script updates from the vendor.



## Annex B

### Audit Rating

The rating shall be based on the following:

Criteria	Scope	Computation of Rating	Weight Allocation
Compliance	Compliance with laws, policies, rules, systems, and procedures	Number of requirements complied over total number of requirements	40%
Significance of Audit Findings	Levels of Significance of Audit Findings: <ul style="list-style-type: none"> <li>Minor</li> <li>Major</li> <li>Critical</li> </ul>	Based on the number of critical, major and minor audit findings using the conversion table below.	60%
TOTAL			100%

The level of significance of audit findings shall be rated using the conversion table below:

Adjectival Rating	Excellent	Good	Acceptable	Needs Improvement	Needs Significant Improvement
Numerical Rating	91 and above	86-90	81-85	76-80	75 and below
No. of Critical Audit Findings	None	None	None	1 to 4	Greater than 4
No. of Major Audit Findings	None	Not more than 2	Not more than 4	Not more than 8	Greater than 8
No. of Minor Audit Findings	Not more than 4	Not more than 8	Not more than 10	Not more than 12	Greater than 12

The overall rating shall be the sum total of the ratings on compliance and level of significance of audit findings using the weight allocation described in Item B. The equivalent points for the overall rating shall be as follows:

Adjectival Rating	Numerical Rating
Outstanding	91 - 100
Very Satisfactory	86 - 90
Satisfactory	81 - 85
Unsatisfactory	76 - 80
Poor	75 and below



