



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City
Tel. Nos. (632)8709-7198*(632)8920-6446

E-mail: member_relations@sss.gov.ph*Website <http://www.sss.gov.ph>

Request for Expression of Interest
REI-SSS-Consulting-2023-002

CONCEPT, DESIGN & PRINTING OF 2022 ANNUAL REPORT

1. The *Social Security System (SSS)*, through the Approved 2023 Corporate Operating Budget (COB) under Maintenance and Other Operating Expenses (MOOE) with Code PAP 2023-0257 of the Annual Procurement Plan (APP) intends to apply the sum of One Million Three Hundred Eighty Thousand Pesos (₱1,380,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for **Concept, Design & Printing of 2022 Annual Report**.

Bids received in excess of **₱1,380,000.00** as ABC shall be automatically rejected at the opening of the financial proposals.

2. The SSS now calls for the submission of eligibility documents for the **hiring of consultancy services for the Concept, Design & Printing of 2022 Annual Report**.

Consulting Services include:

- Creative Conceptualization based on SSS 65th Anniversary theme of “**SSS@65: Kontribusyong Pinag-ipunan, Proteksyong Maaasahan**”
- Graphic Design (Page Layout and Composition)
- Editorial Assistance (Copywriting, Editing, and Proofreading)
- Preparation of Final Press-ready Artwork
- Color Separation and Computer Imaging
- Supervision of Printer on the Printing of 1,000pcs. Annual Report
- Supervision of Photography for Executives’ Photoshoot Session

Expected Final Output are as follows:

- Total of 1,000pcs. printed copies, enveloped, and packaged into 25 copies per pack
- Digitally enhanced hi-resolution PDF file for electronic distribution/web downloads
- Flipbook/E-book version with flipping animation functionality suitable for web viewing (Consultant to shoulder one (1) year cost of hosting of Flipbook App on the SSS Website)

Eligibility documents of interested consultants must be duly received by the **BAC Secretariat on or before 14 June 2023 (Wednesday) not later than 2:00 p.m.** at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Quezon City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. Late submission of eligibility documents shall not be accepted.

Interested consultant must have an accredited scope covering ISO 9001:2015 certification services for public administration (IAF36) by the Philippine Accreditation Bureau (PAB); and financial intermediation (IAF32) by other accreditation bodies, that has been established for at least eight (8) years and must have experience in certification and surveillance audit in at least three (3) government offices/agencies within the last eight (8) years.

Only one company representative is allowed to attend the manual opening of Eligibility Documents. Other company representative may witness the opening of Eligibility Documents through Microsoft Teams. Kindly e-mail us on or before 13 June 2023, through e-mail address bac@sss.gov.ph, the following:

- a. Name of the representative and e-mail address; and
 - b. Technical and administrative queries.
3. 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 5:00p.m.
4. **A complete set of Bidding Documents may be acquired by interested bidders starting 06 June 2023** up to the scheduled submission & opening of eligibility documents from the address stated in the last item of the ITB.

Payment of ₱ 2,000.00 for the Bidding Documents shall be paid by the Shortlisted Consultant/s only.

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.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR).

The short list shall consist of **five (5)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	MAXIMUM POINTS
Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants	50 pts.
Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30 pts.
Current workload relative to capacity	20 pts.

The minimum points required to pass is 80 pts.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The SSS shall evaluate bids using the **Quality Based Evaluation/Selection (QBE/QBS)**. The weights to be allocated for the Technical and Financial Proposals are indicated in Clause 25.1, Section III, Bid Data Sheet, Part II of the Bidding Documents. The criteria and rating system for the evaluation of bids as indicated in the Instructions to Bidders are provided in Clause 25.3 and 26.2, Section III, Bid Data Sheet, Part II of the Bidding Documents.
8. The contract shall be completed **within 14 calendar days after the bidder has received the duly approved/signed final press proof** (and an additional 7 calendar days for setting up of Flipbook version of the Annual Report in SSS website after delivery of printed copies).
9. 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 on the immediately succeeding business day in Quezon City.
10. 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.
11. 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 guarantees 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.
12. For further information, please refer to:

Bids and Awards Committee

The Secretariat

2nd Floor, SSS Main Building

East Avenue, Diliman, Quezon City

Tel # (632) 8922-1070, 8709-7198 local 5492 or 6382

Email – bac@sss.gov.ph

13. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting **06 June 2023**.


THE CHAIRPERSON
BIDS & AWARDS COMMITTEE