



REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman, Quezon City  
Tel. Nos. (632)8920-6401\*(632)8920-6446  
E-mail: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph)\*Web site <http://www.sss.gov.ph>

***Request for Expression of Interest***  
***REI-SSS-Consulting 2020-001***

***CONDUCT OF THE 2020 NATIONWIDE DETAILED SURVEY  
FOR SSS***

1. The *Social Security System (SSS)*, through the Approved 2020 Corporate Operating Budget - MOOE with Code (PAP) 174 of the 2020 Annual Procurement Plan, intends to apply the sum of **P 24,500,000.00**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Conduct of the 2020 Nationwide Detailed Survey for SSS**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Social Security System* now calls for the submission of eligibility documents for the ***Procurement of Consulting Services for the Conduct of the 2020 Nationwide Detailed Survey for SSS to determine the correct universe for social security coverage, to include foreigners working in the Philippines and the Philippine Offshore Gaming Operators as employer-members, and to identify the untapped workforce (e.g., the employed and self-employed) for social security coverage.***

Eligibility documents of interested consultants must be duly received by the BAC Secretariat **on or before 20 February 2020 (Thursday) not later than 2:00pm. at the Bidding Room (formerly CDPRD Computer Room), 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City.** Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00a.m. to 5:00p.m.
4. **A complete set of Bidding Documents may be acquired by interested bidders starting 12 February 2020 up to the scheduled submission & opening of eligibility documents** from the address below and upon payment of the applicable fee for the Bidding Documents, in the amount of **P 13,500.00**.

The mode of payment shall 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 Revised Implementing Rules and Regulations (RIRR).

The short list shall consist of **three (3)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

| <b>CRITERIA</b>  | <b>RATING</b>  |
|--|----------------|
| A. <i>Applicable Experience</i><br><br><i>Firm's number of years in operation prior to the conduct of bidding, work experience on Social Survey and related studies of at least 5 similar* projects completed within the last ten (10) years with amounts of not less than Php20,000,000.00 (for at least one similar project within the last three (3) years prior to the conduct of bidding)</i> | 40 pts.        |
| B. <i>Qualification and competence of personnel to be assigned to the project</i>  | 25 pts.        |
| C. <i>Current (2019) workload vs. capacity to do the job</i>   | 35 pts.        |
| <b>TOTAL</b>   | 100 pts.       |
| <b>PASSING SCORE</b>   | <b>60 pts.</b> |

\* Similar: Scope: Nationwide; survey on Social Demographic

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-Cost Based Evaluation (QCBE)*. The **SSS** shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within seven and a half (7½) months or earlier, details below:

| <b>Activities/General Tasks</b>  | <b>Timeline</b> |
|--|-----------------|
| Mobilization and review of secondary data  | Two (2) weeks   |
| Refining and finalizing the details and methodology, data management framework, and project management plans   | 1-1.5 months    |
| Finalizing the operational, staffing and supervision for the detailed survey; designing the survey instrument, developing the work plan and components of the database platform, mobile and web-based application; and field users’ manual; plan for the development and pre-testing of the survey system; plan for data quality checks and review systems/processes; plan for the conduct of training of field teams; communication/coordination plan; cost management and procurement plan; risk analysis and plan for risk management; and plan for organizing office and coordination schemes to various SSS divisions |                 |
| Reviewing, finalizing and submitting the Inception Report  |                 |
| Mobilization and review of secondary data  |                 |

|  |  |
|--|--|
| Translating questionnaires into local dialects   | 0.5 month                                    |
| Pre-testing and pilot-testing of survey instrument, operations plan and data entry system to test construct validity, efficiency of survey system; and test the validity and practicality of proposed operations and work plan   |  |
| Developing and submitting the initial version of the web-based survey system for data capture and entry  |  |
| Preparing and finalizing the survey manual with procedures and protocols for data entry and quality checks   |  |
| Preparing survey requirements: coordination of activities with SSS divisions and identified stakeholders and securing of necessary permits; preparing logistics-travel and accident insurances, transport and accommodation needs, training needs and kits   | 0.5 to 1 month depending on sample size      |
| Organizing pre-selected supervisors; and hiring and employing the field teams composed of field supervisors and enumerators, of which number will depend on the approved sample size   |  |
| Conducting a week-long training (depending on the length of the questionnaire) with a day of field practicum   |  |
| Conducting face-to-face interview; and securing and reviewing require secondary data   | 1 to 1.5 months depending on the sample size |
| Monitoring survey activities, performing coaching activities, documenting progress, issues and lessons learned, assessing teams' performance, resolving issues; modifying protocols, procedures and communication as necessary; addressing conflict and other problems; improving team interaction to ensure efficient data collection |  |
| Performing data entry, review, verification and quality checks thru the web-based system   |  |
| Data management, processing, consolidation, and analysis   |  |
| Report writing and submission of draft   | 2 to 3 months depending on the sample size   |
| Revision and packaging final report and exit conference  |  |

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 Social Security System 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. The Social Security System 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 # 8922-1070, 8920-6401 local 5492/6382

Email – [bac@sss.gov.ph](mailto:bac@sss.gov.ph)

**THE CHAIRPERSON  
BIDS & AWARDS COMMITTEE**

ref.: rei-sss-consulting-2020-001-Nationwide Detailed Survey