



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

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Request for Expression of Interest
REI-SSS-Consulting-2020-002

**CONDUCT OF THE HIGHEST AND BEST USE (HABU) STUDY AND CRAFTING
OF THE TERMS OF REFERENCE (TOR) FOR THE DEVELOPMENT OF THE
SSS PRIME INVESTMENT PROPERTIES (IPs)**

1. The *Social Security System* (SSS), through the Corporate Operating Budget-MOOE FY 2020, intends to apply the sum of **P 5,600,000.00**, being the Approved Budget for the Contract (ABC) to payments under the contract for **the Conduct of the Highest and Best Use (HABU) Study and Crafting of the Terms of Reference (TOR) for the Development of the SSS Prime Investment Properties (IPs)**.

A bidder shall be allowed to submit its bid for one (1) Lot only. Bids received in excess of the ABC of the lot subject of the bid as indicated below shall be automatically rejected at the opening of the financial proposals:

| Lot | Property | ABC |
|-----|---|-----------------|
| 1 | East Triangle, EDSA cor. East Ave., Quezon City | Php2,700,000.00 |
| | Bonifacio Global City (BGC), Taguig City | |
| 2 | Financial Center Area (FCA) 5-ha., Pasay City | 2,900,000.00 |
| | FCA 7-ha, Pasay City | |
| | TOTAL | Php5,600,000.00 |

2. The *Social Security System* now calls for the submission of expression of interest with eligibility documents from potential bidders/consultants for ***the conduct of the HABU study and crafting of the TOR for the development of the SSS prime IPs.*** Interested consultants must have **at least five (5) years of experience in advisory and consultancy services in real property development, and must have at least one (1) completed HABU study to qualify for eligibility.**

For purposes of this project, HABU is *defined as the reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, and financially feasible and that results in the highest value. Similar or related contracts may include but is not limited to business case study, feasibility study and business valuation on property development projects associated with government and/or private sector within the past ten (10) years.*

The scope of the HABU study and the TOR for the development of the SSS prime investment properties is described in Part II of the Bidding Documents under Sec. VI-Terms of Reference.

Eligibility documents of interested consultants must be duly received by the BAC Secretariat **on or before 04 March 2020 (Wednesday) 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 stated in the last item of the Instructions to Bidders (ITB) 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 22 February 2020 up to the scheduled submission & opening of eligibility documents** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents, as follows:

| <i>Lot and ABC</i> | <i>Price of Bid Documents (non-refundable)</i> |
|------------------------|--|
| Lot 1 – P 2,700,000.00 | P 2,700.00 |
| Lot 2 – P 2,900,000.00 | P 2,900.00 |

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 Implementing Rules and Regulations (IRR).

The short list shall consist of maximum of five (5) prospective bidders per Lot. The criteria shall be provided in the Terms of Reference (TOR) and rating system for short listing are the following:

| CRITERIA | MINIMUM REQUIREMENT | MAX. PTS |
|--|--|-----------------|
| A. Applicable Experience of the Consulting Firm | One (1) HABU study completed for the last ten (10) years prior to the submission of eligibility documents. | 40 |
| B. Length of Existence of Consulting firm | Must be duly registered and authorized by the appropriate agencies to perform real estate consultancy services for at least five (5) years prior to the submission of eligibility documents. | 20 |
| C. Qualification of Senior Officer and Key Personnel of the Consultant | Sr. Officer and key personnel must have relevant work experience for the last ten (10) years, relevant educational attainment and related seminars and/or trainings attended for the last five (5) years prior to the submission of eligibility documents, as prescribed in Sec. III - Eligibility Data Sheet. | 30 |
| D. Current Workload Relative to Capacity | No minimum requirement. | 10 |
| TOTAL | | 100 |
| PASSING SCORE | | 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 Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE)*. The Procuring Entity 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 ITB.
8. Each of the contracts shall be completed within one hundred (100) calendar days broken down below, reckoning from the date of signing of Contract and issuance of Notice to Proceed (NTP) and excludes the period of review/evaluation and approval in between stages of work:

| No. | DELIVERABLES | DELIVERY PERIOD |
|-----|---|---|
| 1 | Initial HABU study and TOR for the recommended development/investment option for each property for review by the Head, Lending & Asset Management Group (LAMG) - One (1) set for each property | Within 60 calendar days upon receipt of NTP for the two (2) investment properties |
| 2 | Revised HABU study and TOR for review and acceptance by the Head of LAMG | Within 15 calendar days from receipt of notice to revise the HABU study and TOR for the two (2) investment properties |
| 3 | Revised HABU study and TOR for approval/endorsement by the RMIC | Within 15 calendar days from presentation with the RMIC |
| 4 | Final HABU study and TOR for approval by the SSC - Three (3) sets hard copy of the final HABU study and TOR for each property - Soft copy (USB storage device) of the written report - | Within 10 calendar days from presentation with the SSC |
| 5 | Provide assistance in the implementation of the approved development/investment option for the SSS prime properties | Maximum 10 calendar days (staggered basis) excluded in the 100 calendar days contract |

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.

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.

10. 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 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 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

**THE CHAIRPERSON
BIDS & AWARDS COMMITTEE**

ref.: rei-sss-consulting-2020-002-HABU Study and Crafting

