



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

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Request for Expression of Interest
REI-SSS-Consulting-2020-005

***ENGAGEMENT OF A CERTIFICATION BODY TO CONDUCT
3rd PARTY AUDIT AND DETERMINE COMPLIANCE OF
THE SSS QUALITY MANAGEMENT SYSTEM (QMS) TO
ISO 9001:2015 REQUIREMENTS***

1. The **SOCIAL SECURITY SYSTEM (SSS)**, through the 2020 SSS Corporate Operating Budget – MOOE approved by the Social Security Commission for the Quality Management Department intends to apply the sum of Two Million and Five Hundred Thousand Pesos (Php 2,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract of the **Engagement of a Certification Body to Conduct 3rd Party Audit and Determine Compliance of the SSS Quality Management System (QMS) to ISO 9001:2015 Requirements for All Frontline Core Processes involving 51 Branches in NCR Operations Group.**

Broken down as follows:

PARTICULARS	AMOUNT
ISO 9001 Certification of 51 NCR Branches	
1st Year	1,240,000.00
2nd Year (Inclusive of 20,000.00 contingency)	640,000.00
3rd Year	620,000.00
Total	2,500,000.00

Bids received in excess of the 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 for the services of a **Certification Body to undertake the 3rd Party Audit to Determine Compliance by SSS to ISO 9001:2015 Requirements for All Frontline Core Processes involving 51 Branches in NCR Operations Group¹.**

Eligibility documents of interested consultants must be duly received by the BAC Secretariat **on or before 30 September 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.

1

A brief description of the terms of reference of the Consulting Service should be provided, including outputs/deliverables, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

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 29 September 2020, 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.**
4. **A complete set of Bidding Documents may be acquired by interested bidders starting 22 September 2020 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 of **₱20,000.00**.

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 *three (3)*² prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	MINIMUM REQUIREMENT	MAXIMUM POINTS
A. Applicable Experience of the Certification Body	1. The Certification Body must have an accredited scope covering ISO 9001:2015 certification services for public administration (IAF36) by Philippine Accreditation Bureau (PAB) and financial intermediation (IAF32), preferably by the PAB. 2. The Certification Body must have been in the business for at least 3 years and must have done 3rd Party audit in the form of initial, surveillance and re-certification audits in at least 3 government offices/agencies.	50%
B. Qualification of personnel	The minimum required experience of proposed professional staff is as follows: (a) The Lead Auditor should have at least three (3) years’ experience as head of the Audit team for 3 rd Party Audits of ISO 9001 QMS. (b) Other auditors should have at least two (2) years’ experience in this scope of work.	30%
C. Current workload relative to		20%

² For World Bank financed contract, the short list should be six (6) Consultants.

CRITERIA	MINIMUM REQUIREMENT	MAXIMUM POINTS
capacity		
	TOTAL	100
	MINIMUM 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.
 - (i) 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/Selection (QCBE/QCBS)** procedure. 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 Instructions to Bidders.
8. The contract shall be completed upon the completion of the 3rd Party audit cycle which covers:
 - 1st Year Certification Audit
 - 2nd Year Surveillance Audit
 - 3rd Year Surveillance Audit
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 Section 41 of RA 9184 and its IRR, 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 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.
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

THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

