



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City
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Request for Expression of Interest
REI-SSS-Consulting-2023-001

**HIRING OF ISO 9001:2015 CERTIFICATION BODY FOR SHORT TERM
LOANS GRANTING QMS PROCESS**

1. The *Social Security System (SSS)*, through the Approved 2023 Corporate Operating Budget under MOOE with Code PAP 2023-0247 of the 2023 Annual Procurement Plan (APP) intends to apply the sum of Six Hundred Ninety-Four Thousand Two Hundred Seventy-Two Pesos and Eighty-Seven Centavos (P694,272.87) being the Approved Budget for the Contract (ABC) to payments under the contract for **Hiring of ISO 9001:2015 Certification Body for Short Term Loans Granting QMS Process**.

Bids received in excess of ₱694,272.87 as 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 services of a Certification Body to undertake the 3rd Party Audit to Determine Compliance by SSS to ISO 9001:2015 Requirements for Short Term Loans Granting QMS Process.

Eligibility documents of interested consultants must be duly received by the **BAC Secretariat on or before 07 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 06 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 30 May 2023** up to the scheduled submission & opening of eligibility documents from the address stated in the last item of the ITB.

Payment of ₱ 1,000.00 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 at least three (3) prospective bidder who will be entitled to submit bids. The criteria and rating system for short listing are:

| Criteria | Percentage |
|--|--------------|
| a. Quality of Personnel | 40% |
| b. Experience and Capability of Certification Body | 40% |
| c. Current workload relative to capacity | 20% |
| TOTAL | 100% |
| Minimum Passing Rate for shortlisting | - 80% |

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/Selection (QCBE/QCBS). 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 upon the accomplishment of the 3rd Party audit cycle which covers:
- 1st Year Certification Audit (Stage 1 and Stage 2)
 - 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 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 **30 May 2023**.


THE CHAIRPERSON
BIDS & AWARDS COMMITTEE


ref.: rei-consulting-sss-2023-001-ISO Certification Body