



REPUBLIC OF THE PHILIPPINES  
SOCIAL SECURITY SYSTEM  
East Avenue, Diliman, Quezon City  
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**BIDS AND AWARDS COMMITTEE (BAC) I**

**PROJECT :** CONSULTANCY SERVICES FOR THE ARCHITECTURAL AND  
ENGINEERING DESIGN FOR MAIN OFFICE ANNEX AND  
PARKING BUILDING

**ITB NO. :** REI-SSS-Consulting-2023-012

**SUBJECT :** BID BULLETIN NO. 1

**DATE :** 19 October 2023

**Details of the bidding, as advertised:**

Advertisement:	Posting at Website & Conspicuous Places – August 23 to 30, 2023															
Approved Budget for the Contract (ABC) and Source of Fund	₱19,668,400.00  Approved 2023 APP Corporate Operating Budget under Capital Outlay with code PAP 2023-0201															
Price of BD (non-refundable)	₱12,500.00															
Delivery/Completion Period	<p>The contract shall be completed within <b>one hundred fifty (150) calendar days</b> broken down below, reckoning from the date of signing of Contract and issuance of Notice to Proceed (NTP) and excludes the period of evaluation/approval:</p> <table><tr><th>Stages of Work</th><th>Duration (calendar days)</th></tr><tr><td>A. Design Stage</td><td></td></tr><tr><td>1. Schematic Design Phase</td><td>60</td></tr><tr><td>2. Design Development Phase</td><td>60</td></tr><tr><td>3. Contract Document Phase</td><td>30</td></tr><tr><td>Total</td><td>150</td></tr><tr><td>B. Construction Stage</td><td>(Non Full-Time)</td></tr></table>		Stages of Work	Duration (calendar days)	A. Design Stage		1. Schematic Design Phase	60	2. Design Development Phase	60	3. Contract Document Phase	30	Total	150	B. Construction Stage	(Non Full-Time)
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A. Design Stage																
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2. Design Development Phase	60															
3. Contract Document Phase	30															
Total	150															
B. Construction Stage	(Non Full-Time)															

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 12 October 2023. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

**1. Schedule of activities as discussed in the Pre-bidding Conference:**

- Deadline for the submission of written queries: Monday, 16 October 2023
- Issuance of Bid Bulletin No. 1 – reply to queries: Thursday, 19 October 2023
- **Submission and opening of 2 envelopes: Thursday, 26 October 2023, 2:00 p.m. at the 2<sup>nd</sup> Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

## 2. Amendments/Clarifications – Annex “A”

## 3. Documentary Requirements

### a. 1<sup>st</sup> Envelope

- a.1 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond or Bid Securing Declaration – form supplied)
- a.2 TPF 1 – Technical Proposal Submission Form
- a.3 TPF 2 – Consultant's Reference: Relevant Services Carried out in the last 5 Years that best illustrate qualifications (**attached proof of project completion and/or notice of award, whichever is applicable**)
- a.4 TPF 3 – Comments and Suggestions of Consultant on the Term of Reference and on data, services, facilities to be provided by the Social Security System
- a.5 TPF 4 – Description of the Methodology and Work Plan for Performing the Project
- a.6 TPF 5 – Team Composition and Task including organizational chart indicating relationship amongst the Consultant
- a.7 TPF 6 – Curriculum Vitae of the Team Composition with corresponding supporting documents (e.g. copy of diploma, PRC ID, certificates for relevant trainings and seminars), and **list of all technical personnel/professionals** that are employed by the Consultant, either as a regular employee or on a per-project basis
- a.8 TPF 7 - Time Schedule for Professional Personnel
- a.9 TPF 8 - Activity (Work) Schedule
- a.10 Omnibus Sworn Statement (form supplied in the BTB)

### b. Checklist of the 2<sup>nd</sup> envelope:

- b.1 FPF 1 – Financial Proposal Submission Form
- b.2 FPF 2 – Summary of Costs
- b.3 FPF 3 – Breakdown of Remuneration per Activity
- b.4 FPF 4 – Miscellaneous Expenses

### c. **Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**

- c.1 Registration Certificate from Security Exchange Commission (SEC), for corporation including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent documents.
- c.2 2023 Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.



- c.3 Valid Tax Clearance per E.O. No. 398, s2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
  - c.4 Latest Audited Financial Statement filed through Electronic Filing and Payment System (EFPS)
  - c.5 Latest Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement
  - c.6 Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last (6) months prior to the submission and opening of bids filed electronically (EFPS).
4. Awarding shall be made to the bidder with the Highest Rated and Responsive Bid (HRRB).
5. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year.

Prepared by:

  
**ROSALYN AZUL-CONDAT**  
Acting Head  
BAC Secretariat Department

Concurred by:

  
**ELANOR MARIE S. PARIAN**  
Chairperson, TWG

Approved by:

  
**ERNESTO D. FRANCISCO, JR.**  
Senior Vice-President & Chairperson  
Bids and Awards Committee I

**Annex "A"**  
**Bid Bulletin Control No. BB-2023-116**  
dated 19 October 2023