



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 HUMAN RESOURCE-
ORGANIZATIONAL DEVELOPMENT FOR RESTRUCTURING

ITB NO. : REI-SSS-CONSULTING-2023-013

SUBJECT : BID BULLETIN NO. 1

DATE : 09 November 2023

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – September 27 to October 04, 2023
Approved Budget for the Contract (ABC) and Source of Fund	₱20,000,000.00 Approved 2023 Corporate Operating Budget under MOOE
Price of BD (non-refundable)	₱12,500.00
Delivery/Completion Period	The contract shall be completed within a maximum of twelve (12) months starting from the receipt of Notice to Proceed (NTP) and Signed Contract excluding at least 4-time participation as Resource Persons of SSS during meetings with GCG.

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 26 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: Tuesday, 31 October 2023
- Issuance of Bid Bulletin No. 1 – reply to queries: Friday, 03 November 2023
- **Submission and opening of 2 envelopes: Thursday, 16 November 2023, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

Revised Schedule:

- Issuance of Bid Bulletin No. 1 – reply to queries: Thursday, 09 November 2023
- **Submission and opening of 2 envelopes: Thursday, 16 November 2023, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Amendments/Clarifications – Annex “A”

3. Documentary Requirements

a. 1st 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 and **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 2nd envelope:

- b.1 FPF 1 – Financial Proposal Submission Form
- b.2 FPF 2 – Summary of Costs
- b.3 FPF 3 – Breakdown of Price Per Activity
- b.4 FPF 4 – Breakdown of Remuneration per Activity
- b.5 FPF 5 – Reimbursable Per Activity
- b.6 FPF 6 – 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:


FILOMENA S. DAVID
Chairperson, TWG

Approved by:


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

Annex "A"
Bid Bulletin Control No. BB-2023-130
dated 09 November 2023