

REPUBLIC OF THE PHILIPPINES  
SOCIAL SECURITY SYSTEM

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**Request for Expression of Interest**  
**REI-SSS-Consulting-2024-003**

**HIRING OF CONSULTANT TO CONDUCT THE HIGHEST AND BEST USE (HABU) STUDY WITH VALUATION OF DEVELOPMENT AND USUFRUCTUARY RIGHTS (DUR) AND CRAFTING OF THE TERMS OF REFERENCE (TOR) FOR THE DEVELOPMENT OF SSS PRIME INVESTMENT PROPERTIES (IPs) (RE-ADVERTISEMENT)**

1. The *Social Security System (SSS)*, through the Approved 2024 Corporate Operating Budget under MOOE with Code PAP 2024-0226 & 2024-0227 of the Annual Procurement Plan (APP), intends to apply the sum of **₱7,421,200.00**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Hiring of Consultant to Conduct the Highest and Best Use (HABU) Study with Valuation of Development and Usufructuary Rights (DUR) and Crafting of the Terms of Reference (TOR) for the Development of SSS Prime Investment Properties (IPs) (Re-Advertisement)**.

A bidder shall be allowed to submit its bid for either or both of the two (2) Lots. 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	Bonifacio Global City (BGC) Property, Taguig City	₱3,636,000.00
2	Financial Center Area (FCA) 7-ha. Property, Pasay City	3,785,200.00
	<b>TOTAL</b>	<b>₱7,421,200.00</b>

2. The SSS now calls for the submission of eligibility documents for the **conduct of the HABU study with Valuation of DUR and crafting of the TOR for the development of the SSS prime IPs**.

Eligibility documents of interested consultants must be duly received by the **BAC Secretariat on or before 10 May 2024 (Friday) not later than 11:00 a.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 **at least five (5) years of experience in consultancy and advisory services or other technical services or special studies, specifically, in real property development and all aspects of property marketing, management, development, investment and occupation.** Consultants must have completed at least one (1) HABU study, one (1) DUR valuation and one (1) TOR on real property development located in any Central Business Districts (CBDs) nationwide within the past ten (10) years prior to the submission of the eligibility documents.

*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. Market value of the DUR is defined as the right to use and possess the land for re-development under a joint venture (JV)*

arrangement, either through a contractual agreement or a JV company (JVC) into a mixed-use commercial, excluding the naked ownership rights of the subject property.

*The DUR is intended to be the baseline value of the contribution of the SSS to the JV, either a JVC or contractual agreement, for the development/re-development of the subject property/ies. The TOR is a document that outlines, among others, the objectives/purposes, parameters and expectations of a task or project, including the scope of work, activities, and respective responsibilities of the parties.*

*CBD is the commercial and business center of a city. It is the part of the city which contains the principal commercial streets and main public buildings. A CBD may be characterized by a number of land use changes that include industrial, residential, commercial, administration, and consumption.*

The scope of the HABU study with valuation of DUR and crafting of TOR for the development of the SSS prime investment properties is described in Part II of the Bidding Documents under Section VI. Terms of Reference.

**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 09 May 2024, 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 item number 12 of the REI 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 **02 May 2024 up to the scheduled submission & opening of eligibility documents** from the address stated in item number 12 of the REI.

Payment for the Bidding Documents shall be paid by the Shortlisted Bidders only, as follows:

<i>Lot</i>	<i>Price of Bid Documents (non-refundable)</i>
1	₱4,000.00
2	₱4,000.00

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 maximum of five (5) prospective bidders per Lot who will be entitled to submit bids.

The criteria shall be provided in the Terms of Reference (TOR) and rating system for short listing are the following:

CRITERIA	REQUIREMENT	MAX. PTS								
A. Length of Existence of Consulting firm	<p>Must be duly registered and authorized by the appropriate agencies with at least five (5) years of existence as a Real Estate Consultancy firm licensed to do business in the Philippines prior to the submission of eligibility documents.</p> <p>≥10 years (10 years and above) : 20 points ≥ 5 years to ≤ 9 years (5 to 9 years): 15 points &lt; 5 years (below 5 years): disqualified</p> <p>Bidder must provide a brief background or profile of the company to determine the length of existence of the consulting firm.</p>	20								
B. Applicable Experience of the Consulting Firm	<table><tr><th>Particular</th><th>Points</th></tr><tr><td>b.1 <b>Minimum Work Experience Requirements:</b> Consulting firm must have completed One (1) HABU study, one (1) DUR Valuation and one (1) TOR within the last ten (10) years prior to the submission of eligibility documents, to be <b>ELIGIBLE</b> and earn 20 points otherwise shall be <b>disqualified</b>.</td><td>20</td></tr><tr><td>b.2 To earn additional points, Bidder must have additional work experiences (excluding the minimum experience considered in item b.1) on any of the following: One (1) HABU = 1 point One (1) DUR = 1 point One (1) TOR = 1 point  The Bidder who submitted the highest number of Additional Work Experience (AWE) shall be given the maximum <b>Score (S)</b> of 20 points.  The S of other Bidder/s shall be computed based on the formula indicated below:  <math display="block">S = \frac{\text{Actual AWE}}{\text{Highest AWE}} \times 20 \text{ points}</math> Where: S is the score of the Bidder AWE – is the number of Additional Work Experience listed by the Bidder in the last ten (10) years prior to the submission of eligibility documents.</td><td>20</td></tr><tr><td><b>Total</b></td><td><b>40</b></td></tr></table> <p>The Bidder must provide a list of all ongoing and completed government and private contracts (forms supplied), and must submit the required certificate of satisfactory completion/ acceptance or certificate of full payment issued by the listed client (s) of the prospective bidder for the listed project(s).</p>	Particular	Points	b.1 <b>Minimum Work Experience Requirements:</b> Consulting firm must have completed One (1) HABU study, one (1) DUR Valuation and one (1) TOR within the last ten (10) years prior to the submission of eligibility documents, to be <b>ELIGIBLE</b> and earn 20 points otherwise shall be <b>disqualified</b> .	20	b.2 To earn additional points, Bidder must have additional work experiences (excluding the minimum experience considered in item b.1) on any of the following: One (1) HABU = 1 point One (1) DUR = 1 point One (1) TOR = 1 point  The Bidder who submitted the highest number of Additional Work Experience (AWE) shall be given the maximum <b>Score (S)</b> of 20 points.  The S of other Bidder/s shall be computed based on the formula indicated below:  $S = \frac{\text{Actual AWE}}{\text{Highest AWE}} \times 20 \text{ points}$ Where: S is the score of the Bidder AWE – is the number of Additional Work Experience listed by the Bidder in the last ten (10) years prior to the submission of eligibility documents.	20	<b>Total</b>	<b>40</b>	40
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C. Qualification of Key Personnel of the Consultant	<p>The Bidder shall submit a list of at least four (4) key personnel to be assigned to the project (form supplied), composed of Senior Officer (SO), Financial Analysts (FA), Technical Analyst (TA) and Researcher (R ) including their respective curriculum vitae indicating their work experience, educational attainment, training/seminar attended and their respective position in the performance of the project. Failure to submit the required documents shall be a ground for disqualification.</p> <p>The assigned 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.</p> <p>Only one (1) assigned personnel per position shall be rated for evaluation purposes. The Winning Bidder may assign additional personnel to complete the study without additional cost to SSS.</p> <table><tr><th rowspan="2">Qualification</th><th colspan="4">Equivalent Points</th><th rowspan="2">Max. Pts.</th></tr><tr><th>SO</th><th>FA</th><th>TA</th><th>R</th></tr><tr><td>Experience: Max. Pts</td><td>9</td><td>5</td><td>5</td><td>2</td><td></td></tr><tr><td>≥10 years (10 years and above)</td><td>9</td><td>5</td><td>5</td><td>2</td><td></td></tr><tr><td>≥5 years ≤9 years (5 to 9 years)</td><td>6</td><td>3</td><td>3</td><td>1</td><td></td></tr><tr><td>&lt;5 years (Below 5 years)</td><td>3</td><td>1</td><td>1</td><td>0.50</td><td></td></tr><tr><td>Educational Attainment Max. Pts.</td><td>2</td><td>1</td><td>1</td><td>1</td><td></td></tr><tr><td>Graduate Studies</td><td>2</td><td>1</td><td>1</td><td>1</td><td></td></tr><tr><td>College Grad:</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>-With PRC License</td><td>1.2</td><td>0.70</td><td>0.70</td><td>0.70</td><td></td></tr><tr><td>-Without PRC license</td><td>1</td><td>0.50</td><td>0.50</td><td>0.50</td><td></td></tr><tr><td>No. of Training/ Seminar Max. Pts.</td><td>1</td><td>1</td><td>1</td><td>1</td><td></td></tr><tr><td>≥5 (5 and above )</td><td>1</td><td>1</td><td>1</td><td>1</td><td></td></tr><tr><td>&lt;5 (below 5)</td><td>0.50</td><td>0.50</td><td>0.50</td><td>0.50</td><td></td></tr><tr><td>Maximum Points per Key Personnel</td><td>12</td><td>7</td><td>7</td><td>4</td><td>30</td></tr></table>	Qualification	Equivalent Points				Max. Pts.	SO	FA	TA	R	Experience: Max. Pts	9	5	5	2		≥10 years (10 years and above)	9	5	5	2		≥5 years ≤9 years (5 to 9 years)	6	3	3	1		<5 years (Below 5 years)	3	1	1	0.50		Educational Attainment Max. Pts.	2	1	1	1		Graduate Studies	2	1	1	1		College Grad:						-With PRC License	1.2	0.70	0.70	0.70		-Without PRC license	1	0.50	0.50	0.50		No. of Training/ Seminar Max. Pts.	1	1	1	1		≥5 (5 and above )	1	1	1	1		<5 (below 5)	0.50	0.50	0.50	0.50		Maximum Points per Key Personnel	12	7	7	4	30	30
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D. Current Workload Relative to Capacity	<p>The Consultant shall also submit the complete list of all its technical personnel/professionals either as a regular employee or on a per-project basis, including their respective Curriculum Vitae (form supplied),</p> <p>The bidders shall be ranked based on the computed score using the formula indicated below :</p> <p>Score = A/B</p> <p>Where: A is the number of submitted on-going/current projects B is the number of submitted personnel/employees</p> <p>The Bidders shall be given equivalent points based on the result of their computed Score as follows:</p>	10																																																																																								

	Particular	Points	
	With highest capacity among other bidders based on lowest computed score	10	
	With neither the highest nor lowest capacity among bidders based on computed score	7	
	With lowest capacity among other bidders based on highest computed score	5	
TOTAL			100
PASSING SCORE			70 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 SSS shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE)* procedure. 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 25.1 and 26.2, Section III, Bid Data Sheet, Part II of the Bidding Documents.
8. The Deliverables in each of the contracts shall be completed within a **maximum period of two hundred sixty-four (264) calendar days** broken down below, reckoning from the date of signing of Consultancy Services Agreement (CSA) 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	Submission of initial HABU study with valuation of DUR for the development/investment options for each property, for review and acceptance by the Senior Vice President (SVP) for Lending and Asset Management Group (LAMG) and Executive Vice President (EVP) for Investments Sector (IS)  - One (1) set for each property	Within sixty (60) calendar days upon receipt of NTP
	Revised HABU study with valuation of DUR incorporating the comments, if any, of the SVP-LAMG and/or EVP-IS	Within twenty (20) calendar days from receipt of the Notice to Revise (NTR) in any of the two (2) IPs  For succeeding revisions, if any, the Consultant shall be given ten (10) calendar days per revision, up to two (2) revisions, within which to submit its revised HABU study with valuation of DUR from receipt of NTR.

2	<p>Presentation of the Final HABU study with valuation of DUR to the Risk Management and Investment Committee (RMIC) for its approval of endorsement to the SSC.</p>	<p>One (1) day, on the RMIC's scheduled meeting</p>
	<p>Revised HABU study with valuation of DUR incorporating the comments of the RMIC, if any, as certified by the SVP for LAMG.</p>	<p>Within fifteen (15) calendar days from receipt of the NTR in any of the two (2) IPs and as certified by the Head, LAMG</p> <p>For succeeding revisions, if any, the Consultant shall be given ten (10) calendar days per revision, up to two (2) revisions, within which to submit its revised HABU study with valuation of DUR from receipt of NTR.</p>
3	<p>Presentation of the Final HABU study with valuation of DUR to the SSC for its approval.</p> <ul style="list-style-type: none"> <li>- Three (3) sets hard copy of the final HABU study with valuation of DUR for each property</li> <li>- Soft copy (USB storage device) of the written report</li> </ul>	<p>One (1) day, on the SSC's scheduled meeting</p>
	<p>Revised HABU study with valuation of DUR incorporating the comments of the SSC, if any, as certified by the SVP for LAMG.</p>	<p>Within fifteen (15) calendar days from receipt of the NTR in any of the two (2) IPs and as certified by the SVP for LAMG.</p> <p>For succeeding revisions, if any, the Consultant shall be given ten (10) calendar days per revision, up to two (2) revisions, within which to submit its revised HABU study with valuation of DUR from receipt of NTR.</p>
4	<p>Submission of initial TOR for the recommended development/investment option for each property, for review and acceptance by the SVP-LAMG and EVP-IS</p> <ul style="list-style-type: none"> <li>- One (1) set for each property</li> <li>-</li> </ul>	<p>Within thirty (30) calendar days upon receipt of the Notice to Submit (NTS) from IPD.</p>
	<p>Revised TOR incorporating the comments, if any, of the SVP-LAMG and/or EVP-IS</p> <ul style="list-style-type: none"> <li>- One (1) set for each property</li> </ul>	<p>Within ten (10) calendar days upon receipt of the NTR in any of the two (2) IPs.</p> <p>For succeeding revisions, if any, the Consultant shall be given five (5) calendar days per revision, up to two (2) revisions, within which</p>

		to submit its revised TOR from receipt of NTR.
5	Presentation of the TOR to the RMIC for its approval of endorsement to the SSS	One (1) day, on the RMIC's scheduled meeting
	Revised TOR incorporating the comments of the RMIC, if any, as certified by the SVP for LAMG.	<p>Within ten (10) calendar days from receipt of the NTR in any of the two (2) IPs and as certified by the Head, LAMG</p> <p>For succeeding revisions, if any, the Consultant shall be given five (5) calendar days per revision, up to two (2) revisions, within which to submit its revised TOR from receipt of NTR.</p>
6	<p>Presentation of the Final TOR to the SSC for its approval.</p> <p>- Three (3) sets hard copy of the final TOR for each property</p> <p>- Soft copy (USB storage device) of the written report</p>	One (1) day, on the SSC's scheduled meeting
	Revised TOR incorporating the comments of the SSC, if any, as certified by the SVP for LAMG.	<p>Within ten (10) calendar days from receipt of the NTR in any of the two (2) IPs and as certified by the SVP for LAMG.</p> <p>For succeeding revisions, if any, the Consultant shall be given five (5) calendar days per revision, up to two (2) revisions, within which to submit its revised TOR from receipt of NTR.</p>

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 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.
11. 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 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](mailto:bac@sss.gov.ph)

13. Bidding Documents may be downloaded from PROCUREMENT tab at [www.sss.gov.ph](http://www.sss.gov.ph) starting **02 May 2024**.

  
**THE VICE CHAIRPERSON**  
**BIDS & AWARDS COMMITTEE**

ref.: rei-sss-consulting-2024-003-HABU