



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

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Request for Expression of Interest
REI-SSS-Consulting-2023-012

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

1. The *Social Security System (SSS)*, through the Approved 2023 Corporate Operating Budget under Capital Outlay with Code PAP 2023-0201 of the Annual Procurement Plan intends to apply the sum of **₱19,668,400.00** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consultancy Services for the Architectural and Engineering Design for Main Office Annex and Parking Building**.

Bids received in excess of **₱19,668,400.00** 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 **Consultancy Services for the Architectural and Engineering Design for Main Office Annex and Parking Building**.

Eligibility documents of interested consultants must be duly received by the **BAC Secretariat on or before 31 August 2023 (Thursday) 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 be an Architectural Consulting Firm that has been established for at least five (5) years and must have experience in designing multi-level office and government buildings with space studies and site development.

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 30 August 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 23 August 2023 up to the scheduled submission & opening of eligibility documents** from the address stated in the last item of the ITB.

Payment of **₱12,500.00** 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 not more than five (5) prospective bidders** who will be entitled to submit bids. The criteria and rating system for short listing are:

a. Applicable work experience of the consultant -----	30 pts.
b. Qualification of personnel who may be assigned to the job vis-a-vis extent and complexity of the undertaking -----	40 pts.
c. Current workload relative to capacity -----	30 pts
Total = 100 pts.	

The minimum score required to pass is 80 points.

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)**. 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 contract shall be completed within **one hundred fifty (150) calendar days** 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:

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)

Start of services for the Pre-Construction and Construction Phases shall be parallel with the schedule of the complementary construction project.

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 **23 August 2023**.


THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: rei-consulting-sss-2023-012-Architectural and Engineering Design Annex Bldg.