



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

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Request for Expression of Interest
REI-SSS-Consulting-2023-013

**CONSULTANCY SERVICES FOR THE HUMAN RESOURCE-
ORGANIZATIONAL DEVELOPMENT FOR RESTRUCTURING**

1. The *Social Security System (SSS)*, through the Approved 2023 Corporate Operating Budget under MOOE included in the APP Update for the month of June (2nd update) with Code PAP 2023-0366 of the Annual Procurement Plan (APP) intends to apply the sum of (₱20,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the **Consultancy Services for the Human Resource-Organizational Development for Restructuring**.

Bids received in excess of **₱20,000,000.00** as ABC shall be automatically rejected at the opening of the financial proposals.

2. The SSS now calls for the submission of eligibility documents for the engagement of the consultancy services of a **HR-OD Consultancy Firm to provide technical assistance in undertaking the required procedures of Governance Commission for GOCCs (GCG) in the preparation and submission of the Restructuring Plan of SSS**.

Eligibility documents of interested consultants must be duly received by the **BAC Secretariat on or before 05 October 2023 (Thursday) 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 be a firm that has been established for at least five (5) years and must have experience in the Organizational Development and Strategic Human Resource Management.

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 04 October 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 **27 September 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 three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

CRITERIA		WEIGHT
1	Applicable Experience and Capability of HR-OD Consultancy Firm	30%
2	Qualification of Personnel who may be Assigned to the Project	50%
3	Current Workload Relative to Capacity	20%
	Total	100%
	Minimum Passing Rate for Shortlisting	70%

In case of an occurrence of a tie among the bidders during the shortlisting, drawing of lots shall be used in breaking the tie.

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 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.
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 **27 September 2023**.


THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: rei-consulting-sss-2023-013- Consultancy Services for the HR-OD