



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

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***Request for Expression of Interest***  
***REI-SSS-Consulting-2025-002***

***HIRING OF CONSULTANT FOR ESTABLISHING CERTIFIABLE ISO  
27001:2022 INFORMATION SECURITY MANAGEMENT SYSTEM  
INTEGRATED WITH ISO 9001:2015 QUALITY MANAGEMENT SYSTEM  
OF THE SOCIAL SECURITY SYSTEM***

1. The ***Social Security System***, through the 2025 Corporate Operating Budget under MOOE with Code PAP 2025-0273 of the Annual Procurement Plan (APP) intends to apply the sum of One Million Seven Hundred Twenty Thousand Three Hundred Twenty Pesos (₱1,720,320.00) being the Approved Budget for the Contract (ABC) to payments under the contract for **Hiring of Consultant for Establishing Certifiable ISO 27001:2022 Information Security Management Systems (ISMS) Integrated with ISO 9001:2015 Quality Management System (QMS) of the Social Security System**, broken down as follows:

Year 1 – ₱931,840.00  
Year 2 – ₱788,480.00

Bids received in excess of ₱1,720,320.00 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 the services of a Consultant that will assist the Social Security System in the documentation training and assessment for the establishment and implementation of certifiable ISO 27001:2022 ISMS integrated with ISO 9001:2015 QMS requirements.

Eligibility documents of interested consultants must be duly received by the BAC Secretariat **on or before 04 March 2025 (Tuesday) not later than 2:00 p.m. at the Bidding Room, 2<sup>nd</sup> 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 undertaken similar consulting services and/or training services in the last ten (10) years, to at least three (3) institutions, one of which is a government agency, and supported by certificate of satisfactory service/certificate of acceptance or similar document showing completion of the service provided.

**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 03 March 2025, 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 **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 5:00 p.m.
  4. **A complete set of Bidding Documents may be acquired by interested bidders starting 21 February 2025 up to the scheduled submission & receipt of bids from the address stated in the last item of the ITB.**



Payment of ₱5,000.00 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 Management Department, Ground Floor, SSS Main Building, 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 Procuring Entity, 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 five (5) prospective bidder who will be entitled to submit bids. The criteria and rating system for short listing are:

Criteria	Percentage
a. Quality of Personnel	40%
b. Experience and Capability of Consultant	40%
c. Current workload relative to capacity	20%
<b>TOTAL</b>	<b>100%</b>

Minimum Passing Rate for shortlisting 70%

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/Selection (QCBE/QCBS)* 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 contract shall be completed upon the Social Security System’s acceptance of the Terminal Report and Integrated Management System (IMS) “Certifiable” status against the ISO 27001:2022 and ISO 9001:2015 standards, or their latest versions if released prior to the start of the deployment/implementation training, and following below schedule of milestones:

Year 1	Issuance of NTP	
	Gap Analysis	Within 30 calendar days from SSS' Receipt of consultant-signed Notice to Proceed (NTP)
	IMS Documentation	Within 180 calendar days from SSS' receipt of consultant-signed NTP but not earlier than SSS' acceptance of Gap Analysis Report
Year 2	Deployment/Implementation Training	Within 240 calendar days from SSS' receipt of consultant-signed NTP but not earlier than the SSS' Acceptance of complete of Gap Analysis Report
	IMS Audit	Within 90 calendar days from the completion of trainings
	Root Cause Analysis and Corrective/Preventive Action	within 90 calendar days from completion of IMS audit and SSS' acceptance of IMS Audit Report

	Management Review	Within 15 calendar days from completion of Root Cause Analysis (RCA)/ Corrective Action and Preventive Action (CAPA) verification
	Pre-Certification Assessment	within 15 calendar days from Management Review
	Issuance of Terminal Report and Certifiable Status Certificate	Within 15 calendar days from completion of Pre-Certification Assessment

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 of 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 Section 41 of RA 9184 and its IRR, 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 guarantee 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 & Awards Committee**  
**The Secretariat**  
 2<sup>nd</sup> Flr., SSS Main Bldg., East Ave., Diliman, Q.C.  
 Tel No. (632) 8922-1070; 8709-7198 local 3420 or 3425  
 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 21 February 2025.

  
**THE CHAIRPERSON** *WC*  
**BIDS & AWARDS COMMITTEE**

*ref.: rei-sss-consulting-2025-002-ISO Certification Body*