



BIDS AND AWARDS COMMITTEE (BAC) //

PROJECT : HIRING OF TWO (2) LOCAL FUND MANAGERS (BALANCED FUND MANDATES)

ITB NO. : REI-SSS-CONSULTING-2025-001

SUBJECT : BID BULLETIN NO. 1

DATE : 18 March 2025

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – 11 February 2025 to 18 February 2025
Approved Budget for the Contract (ABC) and Source of Fund	<p>₱9,000,000.00</p> <p>Lot 1 - ₱4,500,000.00 Lot 2 - ₱4,500,000.00</p> <p>Approved 2024 Corporate Operating Budget – Investment Income -MOOE included in the APP Update for the month of January (1st Update) with Code PAP 2025-0438 of the Annual Procurement Plan (APP)</p>
Price of BD (non-refundable)	₱5,000.00
Delivery/Completion Period	The contract shall be completed within thirty-six (36) months or three (3) years from receipt of Notice to Proceed.

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 11 March 2024. 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: Thursday, 13 March 2025
- Issuance of Bid Bulletin No. 1 – reply to queries: Tuesday, 18 March 2025
- Pre-Screening of Documents: Friday, 21 March 2025
- Submission and opening of 1st and 2nd Envelopes (Technical & Financial Proposal) and subsequent opening of the Technical Proposal: Tuesday, 25 March 2025, 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
- 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 Projects
- a.7 TPF 6 – Curriculum Vitae for Proposed Professional Staff
- a.8 Omnibus Sworn Statement (form supplied in the BTB)

b. Checklist of the 2nd envelope:

- b.1 FPF 1 – Financial Proposal Submission Form

c. Additional Requirements to be submitted by the bidder with the Highest Rated 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 2025 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:

LILIBETH E. CORTEZ
Acting Head
BAC Secretariat Department

Concurred by:

CARLOS H. ALEGRE, JR.
Chairperson
Technical Working Group

Approved by:

PEDRO T. BAOS *LEC*
Senior Vice-President &
Chairperson
Bids and Awards Committee II

Annex "A"

BAC Resolution No. BB-2025-003
dated 18 March 2025