



**BIDS AND AWARDS COMMITTEE (BAC) //**

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

**ITB NO. : REI-SSS-CONSULTING-2025-002**

**SUBJECT : BID BULLETIN NO. 1**

**DATE : 25 March 2025**

**Details of the bidding, as advertised:**

Advertisement:	Posting at Website & Conspicuous Places – 21 February 2025 to 28 February 2025
Approved Budget for the Contract (ABC) and Source of Fund	₱1,720,320.00  Year 1 - ₱931,840.00 Year 2 - ₱788,480.00  Approved 2025 Corporate Operating Budget – MOOE with Code PAP 2025-0273 of the Annual Procurement Plan (APP)
Price of BD (non-refundable)	₱5,000.00
Delivery/Completion Period	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.

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 18 March 2025. 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, 20 March 2025
- Issuance of Bid Bulletin No. 1 – reply to queries: Tuesday, 25 March 2025
- Pre-Screening of Documents: Friday, 28 March 2025

- Submission and opening of 1<sup>st</sup> and 2<sup>nd</sup> Envelopes (Technical & Financial Proposal) and subsequent opening of the Technical Proposal: Wednesday, 02 April 2025, 2:00 p.m. at the 2<sup>nd</sup> Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City

## 2. Amendments/Clarifications – Annex “A”

## 3. Documentary Requirements

### a. 1<sup>st</sup> 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 in at least three (3) government offices/agencies carried out in the last Eight (8) Years that best illustrate qualifications **(with proof of project completion and/or notice of award, whichever is applicable)**
- 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 **including organizational chart** indicating relationship amongst the Consultant and **list of all technical personnel/professionals employed by the Consultant**
- a.7 TPF 6 – Curriculum Vitae of the Team Composition and all technical personnel/professionals that are employed by the Consultant, either as a regular employee or on a per-project basis
- a.8 Omnibus Sworn Statement (form supplied in the BTB)


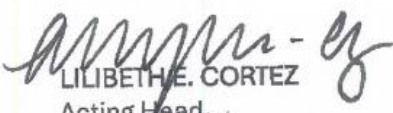

### b. Checklist of the 2<sup>nd</sup> envelope:

- b.1 FPF 1 – Financial Proposal Submission Form
- b.2 FPF 2 – Summary of Costs

### 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.

<p>Concurred by:</p> <p> HELEN L. NAVARRO Chairperson <i>h</i> Technical Working Group</p>	<p>Prepared by:</p> <p> LILIBETH E. CORTEZ Acting Head BAC Secretariat Department</p> <p>Approved by:</p> <p> PEDRO T. BAORY <i>uc</i> Senior Vice-President &amp; Chairperson Bids and Awards Committee II</p>
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Annex "A"

BB-2025-008  
dated 25 March 2025