Republic of the Philippines
SOCIAL SECURITY SYSTEM
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BAGONG PILIPINAS

BIDS AND AWARDS COMMITTEE (BAC) II

PROJECT : HIRING OF SERVICE PROVIDER FOR THE 2025 ORGANIZATIONAL CLIMATE SURVEY

ITB NO. : GOODS 2025-055

SUBJECT : BID BULLETIN NO. 1

DATE : 28 August 2025

Details of the bidding, as advertised:

Advertisement:	**Posting at Website & Conspicuous Places – 12 August 2025 to 19 August 2025**
Approved Budget for the Contract (ABC) and Source of Fund	₱1,150,000.00 **Approved 2025 Corporate Operating Budget - MOOE with Code PAP (2025-0066) 7th Update for the Month of April of the Annual Procurement Plan (APP)**
Price of BD (non-refundable)	₱2,000.00
Delivery/Completion Period	Within Sixty (60) calendar days from receipt of Notice to Proceed and signed Job Order (JO)/ Purchase Order (PO)

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 **20 August 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: **Monday, 22 August 2025**
- Issuance of Bid Bulletin No. 1–reply to queries: **Tuesday, 26 August 2025**
- Pre-Screening of Documents: **Friday, 29 August 2025**
- **Submission and opening of two (2) envelopes: Tuesday, 02 September 2025, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

Revised Schedule of Activities

- Issuance of Bid Bulletin No. 1–reply to queries: **Thursday, 28 August 2025**
- Pre-Screening of Documents: **Wednesday, 03 September 2025**
- **Submission and opening of 2 envelopes: Tuesday, 09 September 2025, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

Amendments/Clarifications – "Annex A"

2. Documentary Requirements

a. 1st Envelope

a.1 PhilGEPS Certificate of Registration (Platinum Membership).

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

a.2 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

For projects with Non-Disclosure Agreement, bidders are required to disclose the projects and its details using Form-05 of the Bidding Documents.

a.3 Statement of Single Largest Completed Contract (SLCC) similar to the project to be bid, **with supporting documents**, equivalent to at least **50% of the ABC**, completed **within three (3) years** prior to the submission and opening of bids, adjusted by the bidder to current prices using PSA's consumer price index;

For this purpose, contracts similar to the Projects shall be: Conduct of job satisfaction, employee engagement, or organizational climate survey

SLCC should be a project without a Non-Disclosure Agreement.

a.4 NFCC Computation or committed Line of Credit (form supplied)

a.5 Joint Venture Agreement (JVA), in case of Joint Venture – Class "B" Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance)

a.6 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.7 Technical Documents – project requirement

a.7.1 Section VI – Schedule of Requirements (page 32)
a.7.2 Section VII – Statement of Compliance with the Technical Specifications (pages 34 to 35)

a.8 Omnibus Sworn Statement.

a.9 Foreign ownership limited to those allowed under the rules may participate in this Project, provided must submit any of the following:

a.9.1 Copy of Treaty, International or Executive Agreement; Or
a.9.2 Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
a.9.3 Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

b. **2nd envelope**

b.1 Bid Form (form supplied) – pages 42 to 43
b.2 Bid Breakdown (form supplied) – page 44

c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid

c.1 Registration Certificate from Security Exchange Commission, for corporation including Articles of Incorporation and General Information Sheet, Department of Trade and Industry for sole proprietorship, or Cooperative Development Authority 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 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 EFPS.

3. Secretary's Certificate/Special Power of Attorney must clearly specify the name and position of the authorized representative who will:

a. submit its bid; and
b. sign the contract (in case of award)

4. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).

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:

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Approved by:

RENATO JACINTO S. CUISIA
Vice-President &
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Bids and Awards Committee II

BB No.2025-082
dated 28 August 2025