



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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REQUEST FOR PROPOSAL (RFP)
RFP no. 26-02-028

The SOCIAL SECURITY SYSTEM (SSS) is inviting all interested Consultant or Consulting Firms to submit a Proposal for the project with details as follows:

Project Title	: 1 LOT, MULTI-YEAR CONTRACT FOR THE CONCEPT, DESIGN, AND PRINTING OF 2025 AND 2026 ANNUAL REPORTS
Approved Budget for the Contract (ABC)	: ₱ 1,950,000.00
Source of Fund	: Corporate Operating Budget (COB)
Mode of Procurement	: Small Value Procurement
Location	: SSS Main Building., East Avenue, Diliman, Quezon City.
End-User/ Implementing Office	: Corporate Communications Department (CCD)
Contract Duration or Delivery Schedule	: Please refer to the Delivery Terms and Timelines indicated in the Terms of Reference
Terms of Reference (TOR)	: Please see attached TOR with Selection Criteria
Evaluation Procedure	: Quality Based Evaluation (QBE)
Type of Bid Evaluation	: Highest Rated Responsive Bid (HRRB)

- This RFP may be secured or downloaded starting **February 20, 2026** through any of the following:
 - SSS Official Website: <https://www.sss.gov.ph/>
 - Walk in at Procurement Planning and Management Department (PPMD), 2nd Flr., SSS Main Building., East Avenue, Diliman, Quezon City
 - Modernized Philippine Government Electronic Procurement System (mPhilGEPS) Website

2. The details of the schedule of activities are listed as follows:

ACTIVITIES	DATE & TIME	Venue
Deadline for submission of Eligibility Documents (1st Envelope)	27 February 2026, 10:00 am	PPMD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City
Eligibility Documents Opening	27 February 2026, 1:30 pm	Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Quezon City
Bid submission deadline (2nd Envelope)	6 March 2026, 10:00 am	PPMD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City
Technical Proposal Documents Opening & Financial Proposal Document Opening	6 March 2026, 1:30 pm	Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Quezon City

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3. Kindly submit the following requirements on or before the deadline indicated in the schedule of activities:

First Envelope shall contain the following:

A. Eligibility Documents

- a. Business Registration Certificate (SEC / DTI / CDA)
- b. Valid Mayor's/Business Permit;
- c. Latest Annual Income / Business Tax Return;
- d. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate;
- e. Short-Listing Documents Submission Form (**Annex A**)
- f. Statement of 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 procurement project within **the last five (5) years** prior to submission of sealed proposal (**Annex B**)
- g. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions including their respective notarized curriculum vitae (**Annex C**)
- h. Consultant-Bidder's Team Composition/Organizational Chart

The Second Envelope shall contain the following documents, each placed in a separate sealed envelope:

A. Technical Proposal Documents

- a. **Corporate Profile** with proof of local or international award/recognition received by consultant-bidder or any of its clients (either government or private sector agencies) for quality design in the last five (5) years prior to submission of sealed proposal, if any
- b. **At least two (2) Sample of Annual Reports**, or similar published works in hard copy format (corporate publications such as coffee table books, company reports, and the like) that the Consultant completed for other clients (either government or private sector agencies);
- c. **Technical Proposal Submission Form (TPF 1)**
- d. **Consultant's References**, detailing the similar services/projects carried out in the last five (5) years prior to submission of sealed proposal that best illustrate qualifications (attach proof of project completion and/or notice of award, whichever is applicable, as well as contact information/person in the client's company for verification purposes) (**TPF 2**)
- e. **Description of the Methodology and Work Plan for Performing the Project**, stating the work plan through narrative form or via Gantt chart that should meet the period to complete the multi-year project and should include the following elements: timetable, strategies/approach, methodology, and deliverables (**TPF 3**)
- f. **Notarized Omnibus Sworn Statement** (using GPPB-prescribed form) with attached Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/ Corporation, authorizing the representative, if any, to sign on behalf of the owner/company (**Annex D**)

B. Financial Proposal Documents

- a. Financial Proposal Submission Form (**FPF 1**)
- b. Summary of Bids (**FPF 2**)

4. The First and Second Sealed Envelopes shall be submitted through the **DROP BOX** located at the PPMD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. These shall be addressed to **Mr. Raymond Francis T. Alvarez**, Concurrent Acting Head of the PPMD.

Each sealed envelope shall clearly indicate the **RFP Number, company name, name of representative, business address, and contact details**, and shall be properly marked as follows:

- a. **"ELIGIBILITY DOCUMENTS"**
 - b. **"BID"** (containing separate envelopes for **Technical Proposal** and Financial Proposal)
5. The SSS reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected Consultant or Consulting Firm.

RAYMOND FRANCIS T. ALVAREZ

Concurrent Acting Head

Procurement Planning and Management Department

2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City

Tel: **8709-7198 local 3400-3411**

TERMS AND CONDITIONS

1. **Validity of Quotation/Offer:** Sixty (60) calendar days from deadline of submission of quotation up to approval of award.
2. **For contract price amounting to P100,000.00 and above**, the winning Supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
 - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
 - 30% Surety Bond callable upon demand.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be a ground for disqualification.
4. If two (2) or more Suppliers/Consultants/Consulting Firms have been post-qualified as the suppliers with HRRB, the SSS shall employ "draw lots" or similar method of chance to break the tie.
5. Incompletely filled out Bid Breakdown shall be considered non-responsive and automatically disqualified but specifying a zero (0), dash (-), or the word "free" for the said item would mean that it is being offered for FREE to the SSS.
6. All prices must be rounded off to two decimal places. Any prices presented otherwise will be rounded off to two decimal places and arithmetically corrected during the evaluation process.
7. In case of discrepancy between the submitted quotation and the quotation after arithmetical correction, the supplier shall be informed of such discrepancy for confirmation of the new amount. **If the bidder fails to confirm the arithmetical corrections within three (3) calendar days from receipt of notification, the quotation as calculated shall be considered unconfirmed and result to disqualification of bidder.**
8. In case a prospective supplier/service provider submits a filled-out RFP/RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered provided that the terms and conditions stated therein is in conformity with the requirements of the RFP/RFQ. **In case of discrepancies, the submitted quotation shall be considered ineligible or not compliant.** Submissions not using the RFP/RFQ form shall be considered only if they fully address and certify compliance with all the stated requirements, terms, and conditions of this RFP/RFQ.
9. Award shall be on a per **"LOT BASIS"** and the date of conduct/start of the project is subject to change.

INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **Procurement Planning and Management Department at 8709-7198 local 3400-3411** or via e-mail ppmd@sss.gov.ph/ bacsealedquotations@sss.gov.ph.
2. The winning supplier shall accomplish and sign the emailed or issued **Notice of Award (NOA)** within three (3) calendar days from receipt and immediately submit the signed copy to the PPMD, if applicable, upon issuance. Failure to comply may result in the cancellation of the award.
3. In compliance with **Republic Act No. 6713** (Code of Conduct and Ethical Standards for Public Officials and Employees), the SSS does not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from bidders or suppliers at any state of the procurement process, from RFQ issuance and canvassing through contact implementation. Bidders are cautioned against individuals or groups falsely claiming to represent the SSS and soliciting money, gifts,

or other benefits for any purpose. **Do not give anything to these individuals or group.** Any form of solicitation by persons claiming to represent the SSS should be immediately reported to the **Head of the Procurement Management Division** at burgosee@sss.gov.ph or (02) 8709-7198 local 3390.

GENERAL CONDITIONS OF THE CONTRACT

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

MISCELLANEOUS PROVISIONS

1. **Confidentiality.** Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.
2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
4. **Non-Assignment.** Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver.** Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.
12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.
14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the afore-mentioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions.** Any suit or proceeding arising out of or relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.

16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

TERMS OF REFERENCE

Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports

Background

The Social Security System (SSS) Annual Report is published to keep its members and stakeholders abreast of the institution's financial condition, operations, performance, and plans. Its issuance is premised on the right of each SSS member to be informed on matters about his/her membership, benefits, and privileges consistent with the principles of public service, transparency, and accountability.

The name of the project is **Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports**, broken down as follows:

- Year 1 (2026): Concept, Design, and Printing of 2025 Annual Report
- Year 2 (2027): Concept, Design, and Printing of 2026 Annual Report

Objectives

1. To inform the public about the institution's achievements in the year covered, both financial- and operational-wise, and how it intends to improve its performance in both aspects going forward.
2. To comply with Section 4.1.b of the Social Security Act of 2018, otherwise known as Republic Act No. 11199, which states that the institution must submit annually a public report to the President and Congress of the Philippines covering its activities during the preceding year including information and recommendations on broad policies for the development and perfection of the program of the SSS.
3. To adhere to the disclosure and transparency requirements of the Governance Commission for GOCCs for the institution to publicly disclose all material information or anything that could potentially affect its financial viability, such as contribution collections, benefit payouts, investment earnings, acquisition or disposal of assets, board changes, and other related transactions in a timely and accurate manner.

Scope of Services

1. Develop creative concept design for two (2) Annual Reports for the years 2025 and 2026, based on SSS' 68th and 69th Anniversary themes, respectively.
2. Develop graphic design and layout composition for the cover and body of the 2025 and 2026 Annual Reports based on the agreed creative concept.
3. Provide editorial assistance such as copywriting, copyediting, and proofreading and carry out the necessary text corrections and layout revisions.
4. Prepare three (3) colored mock-ups, including final press-ready artwork
5. Provide digitally enhanced hi-resolution PDF versions of the 2025 and 2026 Annual Reports for electronic distribution/web downloads.
6. Facilitate/Supervise the printing of 1,000 copies Annual Report (per year), enveloped and packaged into 20 copies per pack (with complimentary cards).

Expected Outputs and/or Results

1. Creative Services

- Preparation of three (3) comprehensive studies or creative concept designs
- Page setting and layout
- Preparation of rationale and thematic graphic design
- Improvement of graphical representations
- Preparation of three (3) mock-ups, including final artwork
- Computer manipulation, image composition, and enhancement

2. Printing Requirements

A fully integrated commercially oriented printing plant equipped and capable of producing a high-quality publication (e.g. annual report, coffee table book, and other similar publications).

Specifications of the printed Annual Report:

Size	AR – Flat/Spread AR – Folded A4 size Envelope Complimentary Card	16.54" x 11.69" 8.27" x 11.69" 9.37" x 12.80" 5.00" x 5.00"
Colors	Cover Inside Envelope Complimentary Card	Full color Full color One color (one side only) One color (one side only)
Paper Stock	Cover Inside Envelope Complimentary Card	C2S at least 180 lbs. C2S 100 lbs. Book paper 70 lbs. C2S 100 lbs.
No. of Pages	100 pages (inclusive of cover)	
Quantity	1,000 copies per year	
Process	Offset	
Printing	Both sides printing	
Binding	Perfect binding	
Others	<ul style="list-style-type: none">• With one side UV/matte lamination and metallic stamping logo on the cover• With die-cutting and gluing for the envelope• With spot lamination on cover photos/artwork	

Minimum Qualifications of Consultant

1. The Consultant must be an advertising agency, publication and/or graphic design firm, or printing house that has been established for at least five (5) years prior to submission of sealed proposal and must have experience in the conceptualization, design, and printing of corporate publications.
2. The Consultant has conducted at least three (3) similar contracts or completed projects with other clients (either government or private sector agencies) involving conceptualization, design, and printing of corporate publications such as annual reports, coffee table books, company reports, and the like within the last five (5) years prior to submission of sealed proposal.
3. Additional points will be given to the Consultant who, or whose client (from either government or private sector agencies), has received a local or international award/recognition from a reputable institution (e.g., Philippine Association of National Advertisers, Public Relations Society of the Philippines, etc.) for quality design within the last five (5) years prior to submission of sealed proposal.
4. Individual Personnel Requirements:
 - a) **Account Manager**
 - Bachelor's degree in any field
 - At least five (5) years working experience in publication or design consultancy

- At least eight (8) hours training/seminar in Client/Strategic Account Management and other related courses within the last five (5) years
- Excellent written and verbal communication skills
- b) **Art/Creative Director**
 - Bachelor's degree in art/design/creative multimedia or equivalent field
 - At least five (5) years working experience in visual/graphic design
 - At least eight (8) hours training/seminar in Graphic Design within the last five (5) years
 - Expert level skills in Photoshop, Illustrator, Corel, Canva, and other relevant design tools
- c) **Copy Editor**
 - Bachelor's degree in communications/journalism/english or equivalent field
 - At least five (5) years of professional experience in journalism or related communication field
 - At least eight (8) hours training/seminar in Writing and Editing within the last five (5) years
 - Excellent English language writing and editing skills

Deliverables and Timelines

Delivery Terms and Place

- Please refer to the Delivery Terms and Timelines indicated below
- To be delivered at OSD Warehouse, Annex Building, SSS Main Office, East Avenue, Diliman, Quezon City.

Payment Terms

- Government Terms
- Payment shall be directly credited to the Supplier's bank account.
- SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR Regulations.
- The Official Receipt (OR) or Acknowledgement Receipt (AR) for payments received shall be submitted to the Cash Management Department within two (2) days from the receipt of notification of payment made, or from the date the payment is credited to your bank account, whichever is earlier.
- The project shall be deemed completed upon acceptance by SSS through CCD of the following:
 1. Electronic delivery of the digitally enhanced hi-resolution PDF file of the 2025 and 2026 Annual Report within 14 CDs upon Consultant's receipt of the duly approved/signed-off final press proofs.
 2. Full delivery of 1,000 printed copies each of the 2025 and 2026 Annual Report within 14 CDs upon Consultant's receipt of the duly approved/signed-off final press proofs.
 3. Return of all drawings, designs, images, photos, articles, graphs, and tables (saved in CD/DVD or USB format) used in making the 2025/2026 Annual Reports and issuance by the Consultant of a certification of said return.

Payment Schedule: Partial payment through progress billing upon completion of each requirement, based on the breakdown below, and upon submission of complete billing documents.

YEAR	PERCENTAGE OF TOTAL CONTRACT AMOUNT	TRIGGERING EVENT
Year 1 (2026)	50%	Upon completion and delivery of 2025 Annual Report final output and accomplishment of the activities listed above
Year 2 (2027)	Remaining 50%	Upon completion and delivery of 2026 Annual Report final output and accomplishment of the activities listed above

PRODUCTION	DURATION	TRIGGERING EVENT	
		YEAR 1: 2025 AR	YEAR 2: 2026 AR
1) Preparation of three (3) comprehensive studies or creative concept designs by the Consultant	7 CDs	Upon receipt of Notice to Proceed and Contract	Upon receipt of Notice from the Vice President (VP) of SSS Public Affairs and Special Events Division (PASED)
2) Revision and exchange of inputs on comprehensive studies or creative concept designs between the Corporate Communications Department (CCD) and the Consultant	14 CDs	Upon submission of the three (3) comprehensive studies or creative concept designs to CCD by the Consultant	
3) Preparation and exchange of the initial AR digital layout, including proofreading, between CCD and the Consultant	14 CDs	Upon Consultant's receipt of the VP-PASED-approved comprehensive study or creative concept design together with the first set of AR contents	
4) Preparation of 1 st mock-up by the Consultant	3 CDs	Upon Consultant's receipt of Digital Proof Approval from CCD	
5) Proofreading of 1 st mock-up by CCD	7 CDs	Upon submission of the 1 st mock-up to CCD by the Consultant	
NOTE: Next steps will commence upon the CCD's receipt of the Audited Financial Statements (AFS) from the Commission on Audit (COA) through the General Accounting Department (GAD).			
6) Updating and exchange of the revised AR digital layout, including proofreading, between CCD and the Consultant	14 CDs	Upon CCD's immediate submission to the Consultant of the AFS together with the corrections on 1 st mock-up	
7) Preparation of 2 nd mock-up by the Consultant	3 CDs	Upon Consultant's receipt of Digital Proof Approval from CCD	
8) Proofreading of 2 nd mock-up by CCD and other concerned units	14 CDs	Upon submission of the 2 nd mock-up to CCD by the Consultant	
9) Preparation of 3 rd and final mock-up with lamination (including envelope and complimentary card) by the Consultant	7 CDs	Upon Consultant's receipt of consolidated corrections on the 2 nd mock-up from CCD	
10) Final proofreading and sign-off of 3 rd and final mock-up by CCD	7 CDs	Upon submission of the 3 rd and final mock-up with lamination (including envelope and complimentary card) to CCD by the Consultant	
11) Full delivery to CCD of the 1,000 printed copies and electronic delivery of the digitally enhanced hi-resolution PDF file of the 2025/2026 AR	14 CDs	Upon Consultant's receipt of the duly approved/signed-off final press proof	
TOTAL		104 CDs	

Note: The computation of liquidated damages, if any, shall be based solely on the 14 CD timeline allocated for the full delivery of printed and electronic copies of the Annual Reports. The schedule for the first 10 production activities is flexible and may be subject to change, depending on circumstances that could affect the projected duration.

CRITERIA AND RATING SYSTEM

Criteria and Rating System for Shortlisting:

The minimum score required to pass is 75%.

SHORTLISTING CRITERIA	POINTS PER CATEGORY	MAXIMUM POINTS
APPLICABLE EXPERIENCE OF THE CONSULTANT		50 %
<i>Number of years in the industry</i>		
More than 8 years	5 %	
6 to 8 years	4 %	
At least 5 years	3 %	
<i>Number of similar completed projects with creative design and artworks in the last five (5) years prior to submission of sealed proposal</i>		
6 or more completed similar projects	45 %	
4 to 5 completed similar projects	40 %	
3 completed similar projects	35 %	
QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB		30 %
<i>Relevant Work Experience</i>		
1) Account Manager (in publication or design consultancy)		
10 or more years	10 %	
6 to 9 years	9 %	
At least 5 years	8 %	
2) Art/Creative Editor (in visual or graphic design)		
10 or more years	10 %	
6 to 9 years	9 %	
At least 5 years	8 %	
3) Copy Editor (in journalism or related communication field)		
10 or more years	10 %	
6 to 9 years	9 %	
At least 5 years	8 %	
CURRENT WORKLOAD RELATIVE TO CAPACITY		20 %
<i>Number of Ongoing Projects</i>		
3 ongoing projects	15 %	
4 or more ongoing projects	10 %	
<i>Number of Team Members</i>		
4 or more members	5 %	
3 or less members	3 %	

Criteria and Rating System for Quality-Based Evaluation (QBE) Procedure:

The minimum score required to pass is 75%.

QBE/QBS CRITERIA		POINTS PER CATEGORY	MAXIMUM POINTS
EXPERIENCE AND CAPABILITY OF THE CONSULTANT			40 %
<i>The consultant-bidder must have been established in the industry for at least five (5) years prior to submission of sealed proposal</i>			
More than 8 years		5 %	
6 to 8 years		4 %	
At least 5 years		3 %	
<i>The consultant-bidder must have conducted at least three (3) similar projects involving conceptualization, design, and printing of corporate publications within the last five (5) years prior to submission of sealed proposal</i>			
6 or more completed similar projects		30 %	
4-5 completed similar projects		25 %	
3 completed similar projects		20 %	
<i>The consultant-bidder or any of its clients (either government or private sector agencies) has received a local or international award/recognition from a reputable institution (e.g. Philippine Association of National Advertisers, Public Relations Society of the Philippines, etc.) for quality design in the last five (5) years prior to submission of sealed proposal</i>			
With award/recognition for consultant-bidder		5 %	
With award recognition for client-agency		3 %	
Without award/recognition		0 %	
QUALIFICATION OF KEY PERSONNEL			
WORKING EXPERIENCE	Account Manager <i>(in publication or design consultancy)</i>	Art/Creative Editor <i>(in visual or graphic design)</i>	Copy Editor <i>(in journalism or related communication field)</i>
10 or more years	20 pts	20 pts	15 pts
6 to 9 years	19 pts	19 pts	14 pts
At least 5 years	18 pts	18 pts	13 pts
EDUCATIONAL ATTAINMENT	Account Manager	Art/Creative Editor	Copy Editor
Master's Degree/ Postgraduate Diploma/Doctoral Degree	12 pts	12 pts	10 pts
Bachelor's Degree	11 pts	11 pts	9 pts
TRAININGS/ SEMINARS	Account Manager <i>(in Client/Strategic Account Management or other related courses)</i>	Art/Creative Editor <i>(in Graphic Design)</i>	Copy Editor <i>(in Writing/Editing)</i>
More than 24 hours	4 pts	4 pts	3 pts
9 to 24 hours	3 pts	3 pts	2 pts
At least 8 hours	2 pts	2 pts	1 pt
COMPREHENSIVENESS OF WORK PLAN FOR PROJECT IMPLEMENTATION (TIMETABLE, STRATEGIES, APPROACH, METHODOLOGY, AND DELIVERABLES)			
Clarity of Concept & Methodology sans regard Time Schedule		10 %	20 %
Timetable of Deliverables			
74 days and below		10 %	
75 to 89 days		9 %	
90 days		8 %	

SHORT-LISTING DOCUMENTS SUBMISSION FORM

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for 1 Lot, Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports, [Name of Consultant] hereby expresses interest in participating in the eligibility and short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing Documents therefor.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government or foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short-listed or not.

We further acknowledge that failure to sign this Short-listing Documents Submission Form shall be a ground for our disqualification.

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

Business Name : _____

Business Address : _____

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS WITH ATTACHED SUPPORTING DOCUMENTS

i.e. CONTRACT, JOB ORDER (JO), PURCHASE ORDER (PO), NOTICE OF AWARD (NOA)

NAME & LOCATION OF THE CONTRACT	DATE OF AWARD OF THE CONTRACT	CONTRACT DURATION	AMOUNT OF CONTRACT	TYPE AND BRIEF DESCRIPTION OF THE CONSULTING SERVICES	CONSULTANT'S ROLE (whether main consultant, subcontractor, or partner in JV) with CONTACT PERSON AND CONTACT NUMBER

STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS WITH ATTACHED SUPPORTING DOCUMENTS

i.e. CERTIFICATE OF SATISFACTORY COMPLETION AND ACCEPTANCE, OR IN LIEU THEREOF, CONTRACT/JO/PO/NOA SHOWING THE ACTUAL PROJECT PERIOD UNTIL COMPLETION

NAME & LOCATION OF THE CONTRACT	DATE OF AWARD OF THE CONTRACT	CONTRACT DURATION	AMOUNT OF CONTRACT	TYPE AND BRIEF DESCRIPTION OF THE CONSULTING SERVICES	CONSULTANT'S ROLE (whether main consultant, subcontractor, or partner in JV) with CONTACT PERSON AND CONTACT NUMBER

STATEMENT OF SIMILAR GOVERNMENT AND PRIVATE CONTRACTS FOR CONSULTANCY

NAME & LOCATION OF THE CONTRACT	DATE OF AWARD OF THE CONTRACT	CONTRACT DURATION	AMOUNT OF CONTRACT	TYPE AND BRIEF DESCRIPTION OF THE CONSULTING SERVICES	CONSULTANT'S ROLE (whether main consultant, subcontractor, or partner in JV) with CONTACT PERSON AND CONTACT NUMBER

Submitted by : _____
(Printed Name & Signature of Representative of Bidder)

Designation : _____

Date : _____

STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

This is to certify that (Name of Bidder) is:

- a. (state Nationality) -owned company,
- b. Choose one and delete the other:
 - () citizens/sole proprietorships with at least (___%) interest or outstanding capital stock belonging to citizens of the Philippines
 - () cooperatives with at least (___%) interest or outstanding capital stock belonging to citizens of the Philippines
 - () partnerships or organizations with at least (___%) interest or outstanding capital stock belonging to citizens of the Philippines.

The company has a total number of _____ employees (including regular and part-time), below are the list of consultants/professionals who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions:

- 1.
- 2.
- 3.
- 4.
- 5.

This statement is being issued in compliance with the eligibility requirements for the bidding of the 1 LOT, MULTI-YEAR CONTRACT FOR THE CONCEPT, DESIGN, AND PRINTING OF 2025 AND 2026 ANNUAL REPORTS.

Attached for your reference are the Curriculum Vitae of the above-mentioned personnel.

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Training/Seminar:

[List down the relevant trainings/seminars attended, specifying the number of hours]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____

Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **1 Lot, Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports** of the SOCIAL SECURITY SYSTEM [“as supported by the attached duly *notarized Special Power of Attorney*” for *authorized representative*];
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **1 Lot, Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports** of the SOCIAL SECURITY SYSTEM, as supported by the attached duly *notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **1 Lot, Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports** of the SOCIAL SECURITY SYSTEM, as supported by the attached duly *notarized Special Power of Attorney* for *authorized representative*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - *In case of Foreign Bidders:* *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. *[Name of Bidder]* complies with existing labor laws and standards; and
9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the **1 Lot, Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports**
10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS

I, [Name of Principal], of legal age, [Civil Status], [Nationality], and residing at [Address of Principal], am the owner and sole proprietor of [Name of Company] with office address at [Address of Company] do hereby name, constitute and appoint [Name of Representative/Attorney-in-Fact to be given authority], of legal age, [Civil Status], [Nationality], and residing at [Address of Representative/Attorney-in-Fact to be given authority] to be the true and lawful attorney-in-fact, for me and in my name, place and stead, and for my own use and benefit, to do and perform all or any of the following acts and things, namely:

To enter into any contract, agreement, Purchase Order or Job Order and with full authority to sign, execute, and received the said contract, agreement, Purchase Order or Job Order.

HEREBY GIVING AND GRANTING unto said attorney-in-fact full power and authority to do and perform all and every act and thing whatsoever requisite, and necessary to be done, in about the premises, hereby ratifying and confirming all that said attorney-in-fact shall lawfully do or cause to be done by virtue of these presents.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME AND SIGNATURE OF PRINCIPAL]

Conformed:

[Insert NAME AND SIGNATURE OF REPRESENTATIVE/ATTORNEY-IN-FACT]

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

BEFORE ME, this this ___ day of ___, 20__ at _____, Philippines, appeared:

<i>Name</i>	<i>CTC Number</i>	<i>Date/Place Issued</i>
<i>(Name of Principal)</i>	<i>10000000</i>	<i>Jan 09, 20__ / Angeles City</i>
<i>(Name of Agent)</i>	<i>10000000</i>	<i>Jan 16, 20__ / City of Manila</i>

known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place first above written.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

REPUBLIC OF THE PHILIPPINES]
NAME OF CITY] S.S

SECRETARY'S CERTIFICATE

I, **<NAME OF CORPORATE SECRETARY>**, of legal age, **<Civil Status>**, Filipino citizen and with business at **<Company Address>**, after being duly sworn, hereby depose and state that:

1. I am the Corporate Secretary of **< insert COMPANY NAME>**, a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at **< insert Office Address>**.
2. As the Corporate Secretary, I have custody and access to the records of the Corporation.
3. I am familiar with the facts herein certified and duly authorized to certify the same.
4. I hereby certify that during a regular meeting of the Board of Directors of the Corporation held on **<Date of Meeting>**, at which meeting a quorum was present, the following Resolution/s was/were unanimously passed, approved and adopted:
 - a) **RESOLVED** that **< insert COMPANY NAME>**, authorized and empowered the following to participate in the bidding for the **1 LOT, MULTI-YEAR CONTRACT FOR THE CONCEPT, DESIGN, AND PRINTING OF 2025 AND 2026 ANNUAL REPORTS of the SOCIAL SECURITY SYSTEM:**

	NAME	POSITION/DESIGNATION	SIGNATURE
--	------	----------------------	-----------

- 1.
- 2.

- b) **RESOLVED FURTHER** that, if awarded the Contract, the following **is/are** granted full power and authority to enter into contract with the **SOCIAL SECURITY SYSTEM:**

	NAME	POSITION/DESIGNATION	SIGNATURE
--	------	----------------------	-----------

- 1.
- 2.

- c) **RESOLVED FURTHERMORE** that, the designated representative/s of the Corporation has/have the full power to perform any and all acts necessary and/or to represent the Corporation as fully and effectively as the Corporation might do if personally present, and hereby satisfying and confirming all the said representative/s shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand **this __ day of ____ at <CITY>**.

NAME & SIGNATURE of Corporate Secretary

SUBSCRIBE AND SWORN to before me this **__ day of _____ at <CITY>**, affiant having exhibited to me his/her **<Government Issued ID and details [issued by, date and place issued if applicable]**).

Doc No. _____
Page No. _____
Book No. _____
Series of _____

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **1 Lot, Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports** in accordance with your **Request for Proposal No. __ dated [insert date]** and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

We acknowledge and accept the Procuring Entity’s right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the above-mentioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

Authorized Signature:
 Name and Title of Signatory:
 Name of Firm:
 Address:

TPF 2. CONSULTANT’S REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Contact Person:		Contact Information:
Address:		No. of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services:
Name of Associated Consultants, if any:		N ^o of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant’s Name: _____

TPF 3. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

Workplan and Timetable – You may state through a narrative form or via Gantt chart a workplan that should meet the period to complete the project. Workplan may include the following elements:

- a) Timetable
- b) Strategies/Approach
- c) Methodology
- d) Deliverable

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **1 Lot, Multi-year Contract for the Concept, Design, and Printing of 2025 and 2026 Annual Reports** in accordance with your **Request for Proposal (RFP) No. __ dated [insert date]** and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period.

We acknowledge and accept the Procuring Entity’s right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the RFP, the Terms of Reference, the Criteria and Rating System, the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,
 Authorized Signature:
 Name and Title of Signatory:
 Name of Firm:
 Address:

FPF 2. SUMMARY OF BIDS

Project	Total Amount of Financial Proposal in Philippine Pesos
1 LOT, MULTI-YEAR CONTRACT FOR THE CONCEPT, DESIGN, AND PRINTING OF SSS 2025 AND 2026 ANNUAL REPORT	Cost: ₱ _____ Taxes: ₱ _____ TOTAL: ₱ _____