REQUEST FOR PROPOSAL (RFP)
RFP no. 26-07-193

The SOCIAL SECURITY SYSTEM (SSS) invites interested consultants and consulting firms to submit proposals for the following project:

Project Title	**: 1 LOT, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF SSS**
Approved Budget for the Contract (ABC)	**: ₱ 1,400,000.00**
Source of Fund	**: Corporate Operating Budget (COB)**
Mode of Procurement	**: Small Value Procurement**
Location	**: SSS Main Office**
End-User/Implementing Office	**: Internal Audit Service Group (IASG)**
Contract Duration or Delivery Schedule	**: Please refer to the Scope of Services indicated in the Terms of Reference**
Terms of Reference (TOR)	**: Please refer to the attached TOR including the Selection Criteria**
Evaluation Procedure	**: Quality Cost Based Evaluation (QCBE) Procedure**
Criteria Award	**: Highest Rated Responsive Quotation (HRRQ)**

1. This RFP may be secured or downloaded starting ***JULY 25, 2026*** through any of the following:
   - SSS Official Website: https://www.sss.gov.ph/
   - Walk in at Bids and Awards Committee Secretariat Department (BAC-SD), 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)	**29 July 2026, 10:00 AM**	BACSD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City
Eligibility Documents Opening	**29 July 2026, 1:30 PM**	Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Quezon City
Bid submission deadline (2nd Envelope)	**05 August 2026, 10:00 AM**	BACSD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City
Technical Proposal Documents Opening & Financial Proposal Document Opening	**05 August 2026, 1:30 PM**	Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Quezon City

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

   Interested consultants and consulting firms shall submit the following requirements on or before the deadline specified 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. Company profile indicating the consulting services which shall include Full Scope External Quality Assessment (EQA) of internal audit functions
      f. Curriculum Vitae of each of the members of the proposed EQA Engagement Team indicating relevant educational qualifications, completed Full Scope EQA engagements, professional certifications and license/s
      g. Short-Listing Documents Submission Form **(Annex A)**
      h. 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 eight (8) years** prior to submission of sealed proposal **(Annex B)**
      i. 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)**
      j. 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. Technical Proposal Submission Form (TPF 1)
      b. Consultant's References (TPF 2)
      c. Description of the Methodology and Work Plan for Performing the Project (TPF 3)
      d. Notarized Omnibus Sworn Statement (using the NGPA-prescribed form of the Government Procurement Policy Board) 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. Financial Proposal Breakdown **(FPF 2)** or **Summary of Financial Proposal**

4. The First Envelope (Eligibility Documents) and Second Envelope (Technical and Financial Proposals) shall be submitted in sealed envelopes through the designated **DROP BOX** located at the BACSD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. These shall be addressed to **DM ROSALYN D. AZUL-CONDAT**, Department Manager III of the BACSD.

   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 reject any or all proposals, waive any formality therein, or cancel the procurement process at any time prior to contract award, without thereby incurring any liability to the affected consultant or consulting firm.

ROSALYN D. AZUL-CONDAT
Department Manager III
Bids and Awards Committee Secretariat Department
2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City
Tel: **8709-7198 local 3421 / 3425 / 3428 / 3429 / 3470**

TERMS AND CONDITIONS

1. **Validity of Proposal**

   The Proposal shall remain valid for a period of ninety (90) calendar days from the deadline for submission of proposals or until the approval of the award, whichever is later.

2. **For contract price amounting to P100,000.00 and above**, the winning Consultant or Consulting Firm 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. In the event that two (2) or more consultants obtain the same Highest Rated Responsive Bid (HRRB) ranking after post-qualification, the SSS shall adopt a draw-lots procedure or another acceptable method of chance in accordance with applicable procurement rules to determine the winning consultant.

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 the event of any discrepancy between the submitted financial proposal and the corrected financial proposal resulting from arithmetical corrections, **the Consultant shall be notified and required to confirm acceptance of the corrected amount within three (3) calendar days from receipt of the notice. Failure to confirm the arithmetical corrections within the prescribed period shall render the proposal non-responsive and may result in disqualification.**

8. In case a prospective Consultant 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 **"LOT BASIS"** and the date of conduct/start of the project is subject to change.

INSTRUCTIONS TO CONSULTANTS

1. For clarification of details, please contact **Bids and Awards Committee Secretariat Department** at **8709-7198 local 3421 / 3425 / 3428 / 3429 / 3470 and direct line 8922-1070** or via e-mail **bac@sss.gov.ph / bacsealedquotations@sss.gov.ph .**

2. The winning Consultant 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 BAC-SD, 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 consultants, bidders, suppliers, contractors, or their representatives at any stage of the procurement process, from RFQ issuance and canvassing through contact implementation. Consultants and consulting firms are advised to exercise caution 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. **Performance of Services.** The CONSULTANT shall perform the services in accordance with the approved Terms of Reference (TOR), Technical Proposal, and all other requirements of the Contract.
2. **Contract Duration and Schedule.** The CONSULTANT shall complete the required services and submit all deliverables within the period specified in the Contract and in accordance with the approved work plan and schedule.
3. **Quality of Services.** The CONSULTANT warrants that all services shall be performed with due professional skill, care, diligence, efficiency, and in accordance with generally accepted auditing principles, quality management standards, and industry best practices applicable to the conduct of internal quality audits.
4. **Qualifications of Personnel.** The CONSULTANT shall assign qualified and competent personnel possessing the necessary education, training, certifications, and experience required to perform the services. Any replacement of key personnel shall be subject to the prior written approval of the SSS and shall be of equivalent or higher qualifications.
5. **Correction of Deficiencies.** Should the SSS identify any deficiency, omission, inconsistency, or non-conformity in any deliverable submitted by the CONSULTANT, the CONSULTANT shall correct and resubmit the affected deliverable within the period prescribed by the SSS, at no additional cost.
6. **Failure to Perform Services.** If the CONSULTANT fails to satisfactorily perform any part of the services or fails to comply with the requirements of the Contract after due notice from the SSS, the SSS may require corrective action within a reasonable period. Failure to undertake the required corrective action may constitute a ground for the imposition of liquidated damages, contract termination, or other remedies available under applicable laws, rules, and regulations.
7. **Professional Responsibility.** The CONSULTANT shall be solely responsible for the accuracy, completeness, and reliability of all reports, findings, recommendations, and other deliverables submitted under the Contract.
8. **Contract Price.** The Contract Price shall be stated in Philippine Pesos and shall be deemed to include all applicable taxes, duties, fees, professional charges, administrative costs, travel expenses, and all other expenses necessary for the complete performance of the services, unless otherwise provided in the Contract.
9. **Value-Added Tax (VAT).** All financial proposals and contract prices shall be inclusive of the applicable twelve percent (12%) Value-Added Tax (VAT), if applicable.

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 CONSULTANT 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 CONSULTANT shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the CONSULTANT'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 CONSULTANT 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 CONSULTANT assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the CONSULTANT.
   This Agreement does not create an employer-employee relationship between the SSS and the CONSULTANT including its personnel; that the PROJECT rendered by the personnel assigned by the CONSULTANT 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 CONSULTANT 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 CONSULTANT '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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT's receivables under this Agreement.
   Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the CONSULTANT. Moreover, the CONSULTANT shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Social Security and Related Laws.** The CONSULTANT, 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 CONSULTANT and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The CONSULTANT 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 CONSULTANT to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.

12. **Liquidated Damages.** If the CONSULTANT 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 CONSULTANT 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 CONSULTANT 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.

**CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA)
OF THE INTERNAL AUDIT SERVICE OF THE SSS**

I. BASIC INFORMATION ON THE CONSULTING SERVICES FOR EQA

Approved Budget for the Contract: ₱1,400,000.00
Project Location: SSS Main Office

II. OBJECTIVE

To engage a private entity to conduct the External Quality Assessment (EQA) of the Internal Audit Service of the SSS. The assessment aims to identify possible gaps or weaknesses in the current audit processes, governance, and the level of conformance with international and local standards, and formulate measures to address the identified issues, thereby contributing to the credibility, effectiveness, and overall value of the internal audit function. Furthermore, the independent review by an external party will validate the self-assessment made by Internal Audit Service Group (IASG) and the corresponding proposed amendments to the IA Charter, including IASG's organizational structural change.

III. SCOPE OF SERVICES

The consulting services shall include the following scope of services:

A. Quality assessment of IAS policies, processes, and practices vis-à-vis the principles and requirements of:

1. Global Internal Audit Standards (GIAS - effective January 9, 2025)

- Domain I – Purpose of Internal Auditing
- Domain II – Ethics and Professionalism
- Domain III – Governing the Internal Audit Function
- Domain IV – Managing the Internal Audit Function
- Domain V – Performing Internal Audit Services

2. Internal Auditing Standards for the Philippine Public Sector (IASPPS)

- Attribute Standards
- Performance Standards

Note: Refer to attached List of Standards for the Philippine Public Sector. PDF copy of the IASPPS will be available at BAC Secretariat Department.

B. Maturity Level Assessment

A maturity assessment of the IAS using a structured maturity model that evaluates the internal audit function across key dimensions, such as but not limited to:

- Governance and positioning
- Risk-based planning and coverage
- Audit methodology and execution
- People, skills, and resource management
- Use of tools, technology, and data analytics
- Stakeholder engagement and value delivery
- Quality assurance and continuous improvement

C. Reporting and Deliverables

At the conclusion of the engagement, the service provider shall submit the following:

1. Quality Assessment Reports

- Executive Summary
- Detailed Assessment Reports
  - Conformance with GIAS and IASPPS
  - Identified Gaps and Strengths
- Recommendations/Opportunities for Improvement

2. Maturity Level Assessment Reports

- Executive Summary
- Description of the Maturity Framework used
- Assessment Results by Dimension
- Key Improvement Areas

3. **Consolidated Recommendations, prioritized based on impact and feasibility, with consideration to:**
   - Updates required on the IA Charter including its harmonization with the mandates of the Audit and Legal Committee as provided for in the SSS Manual of Corporate Governance *(soft copy of the manual will be provided to the winning consultant)*
   - IASG's organizational structural change
   - Readiness for future external quality assessment or continuous improvement initiatives

IV. TIMELINE/SCHEDULE

The consultancy services shall be delivered within three (3) months to commence from the receipt by the consultant of the Notice To Proceed and approved Job Order (JO) / Purchase Order (PO).

V. ELIGIBILITY OF THE CONSULTANT

a. Deep experience in auditing and conducting EQAs

The Consultant/Engagement Team should have a Team Leader with deep experience as internal/external auditor with at least two (2) full-scope EQA completed engagements.

b. Professional Certifications

- The Team Leader has completed the IIA Quality Assessor Certificate Program
- Majority of the members of the Engagement Team has an active Certified Internal Auditor (CIA) designation

VI. REQUIRED DOCUMENTS

The consultant shall submit:

a. A company profile indicating the consulting services which shall include External Quality Assessment (Full scope) of internal audit function.
b. Submit project workplan within ten (10) calendar days upon receipt by the consultant of the Notice To Proceed and approved Job Order (JO) / Purchase Order (PO). The workplan shall include the schedule, manpower, methodology, and requirements.
c. Submit the following reports (**Refer to Item No. III.C of this TOR**) on or before the end of the three (3)-month period from the receipt by the consultant of the Notice To Proceed and approved Job Order (JO) / Purchase Order (PO).
   - Quality Assessment Reports
   - Maturity Level Assessment Reports
   - Consolidated Recommendations prioritized based on impact and feasibility
d. Submit a Curriculum Vitae for each member of the Engagement Team with the copy of applicable supporting documents such as Certificates (Specialist, Employment, etc.), Proof of previous full-scope EQA Engagements and Professional License/s.

VII. TERMS OF ENGAGEMENT

The consultant shall:

- Commit to treat all reviewed and recorded information in the strictest confidentiality
- Adhere to the scope of services
- Commit to the agreed target completion which is within three (3) months to commence from the receipt by the consultant of the Notice To Proceed and approved Job Order (JO) / Purchase Order (PO).
- Assign a Team Leader
- Assume the transportation and other incidental costs incurred by the Engagement Team

VIII. SELECTION CRITERIA

A. SHORTLISTING: The consultant will be evaluated using the following criteria:

BIDDER NAME:			
Criteria		**Points**	**Rating**
I.	**Experience of the Consultant/Team Leader (35 points)** **Measure: No. of Years as internal/external auditor with at least two (2) full-scope EXTERNAL QUALITY ASSESSMENT (EQA) completed engagements**		
	▪ More than 10 years	35	
	▪ 5-10 years	25	
	▪ At least 1 year, but not more than 4 years	15	
	▪ Less than 1 year	0	
II.	**Assessors' Certification (45 points)**		
	a. Team Leader's completion of the IIA Quality Assessor Certificate Program **Measure: Completed or not completed the IIA Quality Assessor Certificate Program (25 points)**		
	▪ Completed	25	
	▪ Not completed	0	
	b. Majority of the members of the Engagement Team have an active Certified Internal Auditor (CIA) designation **Measure: % of members of the Engagement Team with active Certified Internal Auditor (CIA) designation (20 points)**		
	▪ 100%	20	
	▪ 75%	15	
	▪ 50%	10	
	▪ Less than 50%	0	
III.	**Current Workload Relative to Capacity (20 points)**		
	Formula: **Total Remaining Mandays from Existing Contracts** **Total Number of Auditors** A lower yielded score is considered favorable as it signifies the availability of more resources for the project.		
	▪ With highest capacity among other bidders based on lowest computed score or lone bidder	20	
	▪ With neither the highest nor lowest capacity among bidders based on computed score	10	
	▪ With lowest capacity among other bidders based on highest computed score	5	
		Total (Passing Score is 75 points)	
		Remarks (Passed/Failed)	

B. TECHNICAL AND FINANCIAL EVALUATION: The consultant will be evaluated using the following criteria:

TECHNICAL 70%

BIDDER NAME:			
Criteria		**Points**	**Rating**
I.	**Experience of the Consultant/Team Leader (35 points)** **Measure: No. of Years as internal/external auditor with at least two (2) full-scope EQA completed engagements**		
	▪ More than 10 years	35	
	▪ 5-10 years	25	
	▪ At least 1 year, but not more than 4 years	15	
	▪ Less than 1 year	0	

II.	**Assessors' Certification (45 points)**		
	a. Team Leader's completion of the IIA Quality Assessor Certificate Program (25 points) **Measure: Completed or not completed the IIA Quality Assessor Certificate Program (25 points)**		
	▪ Completed	25	
	▪ Not completed	0	
	b. Majority of the members of the Engagement Team have an active Certified Internal Auditor (CIA) designation **Measure: % of members of the Engagement Team with active Certified Internal Auditor (CIA) designation (20 points)**		
	▪ 100%	20	
	▪ 75%	15	
	▪ 50%	10	
	▪ Less than 50%	0	
III.	**Plan of Approach and Methodology (20 points)**		
	a. Submission of Work Plan (10 points)		
	▪ Less than seven (7) calendar days upon receipt by the consultant of the Notice to Proceed and signed contract	10	
	▪ Seven (7) to ten (10) calendar days upon receipt by the consultant of the Notice to Proceed and signed contract	5	
	▪ More than 10 calendar days upon receipt by the consultant of the Notice to Proceed and signed contract	0	
	b. Submission of Quality Assessment Reports, Maturity Assessment Reports and Consolidated Recommendations (10 points)		
	▪ 10 days before the end of the three (3)-month period	10	
	▪ On the last day of the three (3)-month period	8	
	▪ Beyond the three (3)-month period	0	
	Total (Passing Score is 75 points)		
	Remarks (Passed/Failed)		

FINANCIAL 30%

BIDDER NAME:			
Criteria		**Points**	**Rating**
I.	**Lowest Financial Proposal**		
	Formula: Sf = 100 * (Fl/F) Sf = is the financial score of the Financial Proposal under consideration Fl = is the Lowest Financial Proposal amongst shortlisted bidders F = is the Financial Proposal under Consideration		
	Highest Possible Score	100	
	Total Financial Score	100	

IX. MODE OF PAYMENT

One-time Payment of the consultancy services will be made upon acceptance of the required reports, in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.

List of Internal Auditing Standards for the Philippine Public Sector (IASPPS)

I. Attribute Standards

1000	Purpose, Authority, and Responsibility
1010	Recognizing Guidance in the Internal Audit Charter
1100	Independence and Objectivity
1110	Organizational Independence
1111	Direct Interaction with the Head of Agency or the Governing Board/Audit Committee
1112	Roles of the Head of Internal Audit Beyond Internal Auditing
1120	Individual Objectivity
1130	Impairment to Independence or Objectivity
1200	Proficiency and Due Professional Care
1210	Proficiency
1220	Due Professional Care
1230	Continuing Professional Development
1300	Quality Assurance and Improvement Program
1310	Requirements of the Quality Assurance and Improvement Program
1311	Internal Assessments
1312	External Assessments
1320	Communicating Results of the Quality Assurance and Improvement Program
1321	Use of “Conforms with the Internal Auditing Standards for the Philippine Public Sector”
1322	Disclosure of Nonconformance

II. Performance Standards

2000	Managing the Internal Audit Service
2010	Planning
2020	Communication and Approval of Internal Audit Service Plans
2030	Resource Management
2040	Policies and Procedures
2050	Coordination and Reliance
2060	Reporting to the Head of Agency or the Governing Body/Audit Committee
2100	Nature of Work
2110	Governance
2120	Risk Management
2130	Control
2200	Engagement Planning
2201	Planning Considerations
2210	Engagement Objectives
2220	Engagement Scope
2230	Engagement Resource Allocation
2240	Engagement Plan and Work Program
2300	Performing the Engagement
2310	Identifying Information
2320	Analysis and Evaluation
2330	Documenting Information
2340	Engagement Supervision
2400	Communicating Results
2410	Criteria for Communicating
2420	Quality of Communications
2421	Errors and Omissions
2430	Use of “Conducted in Conformance with the Internal Auditing Standards for the Philippine Public Sector”
2431	Engagement Disclosure of Nonconformance
2440	Disseminating Results
2450	Overall Opinion
2500	Monitoring Progress
2600	Communicating the Acceptance of Risks

ANNEX A

SHORT-LISTING DOCUMENTS SUBMISSION FORM

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

In connection with your Request for Proposal dated *[insert date]* for **1 LOT, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS**, *[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

ANNEX B

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 : _____

ANNEX C

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, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS**.

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

ANNEX C

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.]

ANNEX C

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.

_____

[Signature of staff member and authorized representative of the firm]

Date:_____
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 ____.

ANNEX D

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, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS,** 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, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS**, 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, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS**, 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 examined all of the Bidding Documents;

   b) Acknowledged 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) Inquired or secured Supplemental Bid Bulletin(s) issued for the **1 LOT, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS**.

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 _____.

ANNEX D

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:

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

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___.

ANNEX D

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, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS**:

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, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS** 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.

<table>
<tr><td colspan="2">Project Name:</td><td>Country:</td></tr>
<tr><td colspan="2">Location within Country:</td><td>Professional Staff Provided by Your Firm/Entity(profiles):</td></tr>
<tr><td colspan="2">Name of Client:</td><td>No. of Staff:</td></tr>
<tr><td colspan="2">Contact Person:</td><td>Contact Information:</td></tr>
<tr><td colspan="2">Address:</td><td>No. of Staff-Months; Duration of Project:</td></tr>
<tr><td>Start Date (Month/Year):</td><td>Completion Date (Month/Year):</td><td>Approx. Value of Services:</td></tr>
<tr><td colspan="2">Name of Associated Consultants, if any:</td><td>№ of Months of Professional Staff Provided by Associated Consultants:</td></tr>
<tr><td colspan="3">Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:</td></tr>
<tr><td colspan="3">Narrative Description of Project:</td></tr>
<tr><td colspan="3">Description of Actual Services Provided by Your Staff:</td></tr>
</table>

Consultant's Name: _____

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

Submission of Work Plan: Within ten (10) calendar days upon receipt by the consultant of the Notice To Proceed and approved Job Order (JO)/Purchase Order (PO).

Submission of Quality Assessment Reports, Maturity Assessment Reports and Consolidated Recommendations: On or before the end of the three (3)-month period from the receipt by the consultant of the Notice To Proceed and approved Job Order (JO)/Purchase Order (PO).

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 consulting services for **1 LOT, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS** 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, CONSULTING SERVICES FOR EXTERNAL QUALITY ASSESSMENT (EQA) OF THE INTERNAL AUDIT SERVICE OF THE SSS	Cost: ₱_____ Taxes: ₱_____ TOTAL: ₱_____