



REPUBLIC OF THE PHILIPPINES  
SOCIAL SECURITY SYSTEM  
East Avenue, Diliman, Quezon City

## **BIDS AND AWARDS COMMITTEE (BAC) I**

PROJECT : CONSULTANCY SERVICES FOR THE ARCHITECTURAL AND  
ENGINEERING DESIGN SERVICES FOR THE PROPOSED  
CONSTRUCTION OF SSS TUGUEGARAO AND ZAMBOANGA  
BUILDINGS

ITB NO. : Consultancy-2019-005

SUBJECT : BID BULLETIN NO. 1

DATE : 06 August 2019

### Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – June 18 – 25, 2019
Approved Budget for the Contract (ABC) and Source of Fund	P14,932,000.00  2019 Corporate Operating Budget (COB) – MOOE
Price of BD (non-refundable)	P11,500.00
Delivery Period	135 calendar days

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 01 August 2019. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

### 1. Schedule of activities as discussed in the Pre-bidding Conference:

- Deadline for the submission of written queries: Friday, 02 August 2019
- Issuance of Bid Bulletin No. 1 – reply to written queries: Tuesday, 06 August 2019
- **Submission and opening of 2 envelopes: Thursday, 15 August 2019, 2:00 p.m. at the Green Room, 12<sup>th</sup> floor, SSS Main Building, East Avenue, Diliman, Quezon City**

### 2. Clarifications on the Bidding Documents - Annex "A"

### 3. Documentary Requirements

#### a. 1<sup>st</sup> Envelope

- a.1 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond or Bid Securing Declaration – form supplied)
- a.2 TPF 1 – Technical Proposal Submission Form
- a.3 TPF 2 – Consultant's Reference : Relevant Services Carried out in the last 5 years that best illustrate qualifications

- a.4 TPF 3 – Comments and Suggestions of Consultant on the Term of Reference and on data, services, facilities to be provided by the Social Security System
- a.5 TPF 4 – Description of the Methodology and Work Plan for Performing the Project
- a.6 TPF 5 – Team Composition and Task Projects including organizational chart indicating relationship amongst the Consultant
- a.7 TPF 6 – Curriculum Vitae of the Team Composition
- a.8 TPF 7 – Time Schedule for Professional Personnel
- a.9 TPF 8 – Activity (Work) Schedule
- a.10 Omnibus Sworn Statement (form supplied in the Bidding Documents)

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

- b.1 FPF 1 – Financial Proposal Submission Form
- b.2 FPF 2 – Summary of Costs
- b.3 FPF 3 – Breakdown of Price Per Activity
- b.4 FPF 4 – Breakdown of Remuneration per Activity

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

- c.1 2018 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- c.2 Quarterly VAT for the period January to June 2019;
- c.3 Documents listed in the Platinum Membership and updates, if any;
  - SEC/DTI Registration
  - 2019 Mayor's Permit
  - Valid Tax Clearance
  - 2018 Audited Financial Statement filed through EFPS

4. Awarding shall be made to the bidder with the Highest Rated and Responsive Bid (HRRB).


Prepared by:

  
**ROSALYN AZUL-CONDAT**  
 OIC, Administrative Support Section  
 BAC Secretariat Department

Concurred by:

  
**EMILY M. BELTRAN**  
 Chairperson, TWG

Approved by:

  
**ERNESTO D. FRANCISCO, JR.**  
 Senior Vice President & Chairperson  
 Bids and Awards Committee I

Annex "A"  
 Bid Bulletin Control No. BB-2019-077  
 Dated 06 August 2019

## Annex "A"

PROJECT : ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE PROPOSED  
CONSTRUCTION OF SSS TUGUEGARAO AND ZAMBOANGA BUILDINGS

	Query / Comment	TWG Reply
1.	Assistance in the Certificate of Non-Coverage (CNC) application for building is not included in the Terms of Reference (TOR).	The consultant shall assist in the filing of the application of CNC with the DENR. Documentation shall be done by the Consultant while the fees and legwork shall be the responsibility of the contractor. This amends the TOR.
2.	If there are existing structure in the proposed sites in order to consider in the demolition	There are no existing structure/s in the proposed sites
3.	If there is a standard 1-Façade Design Policy	Design of Façade shall be based on the Management - approved design for SSS Manila and Laoag
4.	Venue of the meeting during Design Stage	Meetings shall be conducted at the Engineering and Facilities Management Department (EFMD) located at 2 <sup>nd</sup> floor, Annex Building, SSS Main Office
5.	Schedule of Periodic Site visit If could be conducted once a month or as the need arises	Periodic visit of consultant shall be conducted at least twice a month or as the need arises. This amends the TOR.
6.	As-built plans shall be prepared by the Contractor not by the Consultant	The Consultant shall review/validate the As-built plans to be submitted by the contractor
7.	Size of paper for Contract Document Phase shall be 20" x 30" not A3 as per TOR	Signed & Sealed Plans under the Contract Document Phase shall be in the 20" x 30" blueprint. This amends the TOR.
8.	How many copies for schematic design	3 copies each for 3 different schematic designs
9.	Periodic construction Report shall be prepared by Construction Manager	Consultant is required to submit periodic Construction Report during construction stage. Please refer to the TOR.
10.	TOR Item No. 6.4 Final Construction Report. Is this the final Report?	Yes.
11.	TOR Item No. 7.1. Regarding signing & sealing of plans. Ex. we have Lead Architect and Sr. Architect for the project. In our company only the Lead Architect do the signing & sealing of plans. Is it required that both Architects will sign and seal the plans for the projects?	The SSS requires 2 Architectural Designer for the project. One Architectural Designer for each sub-project which will be done simultaneously. As to who will sign and seal the plans will be dependent upon the consultant's discretion.
12.	TOR Item No. 7.2. Are all Technical Staff / Support require to submit notarized curriculum vitae (cv)?	Only the cv of key personnel shall be notarized.
13.	TOR Item No. 9.2 Liquidated Damages (LD) shall be imposed only on the unperformed portion of the services and not on the Total Service Fee	"The consultant shall pay the amount equivalent to 1/10 of 1% of the Service Fee on the <b>unperformed portion</b> of the services <b>per Phase/Stage</b> as Liquidated Damages (LD) for each calendar day of delay...". This amends the TOR.