



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

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

**PROJECT :** ONE-YEAR CONTRACT FOR THE HUMAN RESOURCE SERVICES FOR CLERICAL AND SPECIAL PROJECTS

**ITB NO. :** Goods 2019-012

**SUBJECT :** BID BULLETIN NO. 1

**DATE :** 21 February 2019

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

<b>Advertisement:</b>	<b>Posting at Websites &amp; Conspicuous Places – February 6 to 13, 2019</b>
Approved Budget for the Contract (ABC) and Source of Fund	<b>P299,993,919.08</b> <b>COB-MOOE</b>
Price of BD (non-refundable)	<b>P37,500.00</b>
Delivery Period	<b>75 calendar days</b>

The 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, which took effect on 28 October 2016, and the Fifth Edition of the Philippine Bidding Documents, which took effect in January 2017, shall be applied in the bidding process.

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 15 February 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: Monday, 18 February 2019
- Issuance of Bid Bulletin No. 1 – reply to written queries: Thursday, 21 February 2019
- **Submission and opening of 2 envelopes: Friday, 01 March 2019, 2:00 p.m. at the Green Room, 12<sup>th</sup> floor, SSS Main Building, East Avenue, Diliman, Quezon City**

### **2. Issues raised during the Pre-bid Conference and other clarifications – Annex “A”**

3. The submission of the 1<sup>st</sup> and 2<sup>nd</sup> envelopes shall be on a non-discretionary pass/fail basis as indicated under Section II - Instructions to Bidders, item 24. Bids, including the eligibility requirements, submitted after the deadline shall not be accepted by the BAC. **Failure to submit any document stated in the checklist of the BD shall be ground for outright disqualification.**

4. The first envelope contains the eligibility and technical documents of the bid, as specified under Section III - Bid Data Sheet, item 12.1 (a).

**Checklist of the 1<sup>st</sup> envelope (details in the BD)**

4.1 For bidders with Platinum Membership:

- PhilGEPS Certificate of Registration and membership

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

4.2 For bidders with Blue Membership:

- PhilGEPS Certificate of Registration and Membership
- SEC/DTI Registration
- 2019 Mayor's Permit or 2018 Mayor's Permit and proof of application of renewal for 2019 Mayor's Permit
- Valid Tax Clearance
- 2017 Audited Financial Statement

4.3 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (**revised form to be supplied to the bidders**)

4.4 Statement of **Similar** Single Largest Completed Contract (SLCC) **with supporting documents**, equivalent to at least **50% of ABC**, completed **within three (3) years** prior to the submission and opening of bids (**revised form to be supplied to the bidders**)

4.5 JVA, in case of Joint Venture – Class “B” Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, except for SSS Clearance that must be complied by all JV partners);

4.6 Omnibus Sworn Statement (form supplied)

4.7 NFCC Computation or committed Line of Credit

4.8 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC. For Surety Bond, 5% of the ABC or Bid Securing Declaration – form supplied).

4.9 Technical Documents – project requirements

- Section VI – Schedule of Requirements
- Section VII – Statement of Compliance with the Technical Specifications

**Reminder/emphasis on the following:**

- a. For the Bidder's Bond – the amount of Bid Security shall not be less than the following:

Percentage of the ABC	Form of Bid Security
2%	Cash or cashiers'/manager's check, Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank
5%	Surety Bond

Bank securities must be issued by a universal/commercial bank while Surety Bond must be accompanied by a certification from the Insurance Commission that the issuer is authorized to issue such security, except for GSIS Bond as confirmed by the GPPB.



- b. The Bid Security shall be limited to at least one (1) form (Cash/Bank Guarantee/Surety Bond) OR Bid Securing Declaration per format provided in the bidding documents.
  - c. The documents of the 1<sup>st</sup> envelope must be submitted in five (5) sets/copies as indicated in Section III – Bid Data Sheet, item 20.3. **Each and every page of the bidder's proposal (legal, technical, financial) shall be signed by the bidder or his/her duly authorized representative/s. Failure to do so shall be a ground for disqualification.**
5. The 2<sup>nd</sup> envelope contains the financial information/documents as specified in Section III – Bid Data Sheet, item 13.1 must be submitted in five sets/copies.

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

- 5.1 Bid Form (form supplied) – pages 66 to 67
- 5.2 Bid Breakdown (form supplied) – softcopy of the Bid Breakdown will be provided to the bidder

**Bidders shall fill up all required items/field in the Bid Breakdown. Failure to do so shall render the bid as NON-RESPONSIVE and shall be ground for outright disqualification. If the item is given for free, indicate dash (-), zero (0) or free. If the item is not applicable, indicate N/A.**


**The Financial Proposal must be inclusive of all applicable taxes per Section 28.6 and should not exceed the ABC.**

6. The financial proposals submitted by the bidders shall be subjected to Bid Evaluation. The bidder with the **Lowest Calculated Bid** shall be required to submit the following additional documents specified in Section III - Bid Data Sheet, item 29.2, **within non-extendible period of five (5) calendar days upon receipt of written notice from the BAC:**
  - 6.1 2017 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
  - 6.2 Quarterly VAT for the period April to September 2018;
  - 6.3 Documents listed in the Platinum Membership and updates, if any;
    - SEC/DTI Registration
    - 2019 Mayor's Permit or 2018 Mayor's Permit and proof of application for renewal
    - Valid Tax Clearance
    - 2017 Audited Financial Statement filed through EFPS
7. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).

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Concurred by:

  
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 Bids and Awards Committee I

