



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

BIDS AND AWARDS COMMITTEE (BAC) II

PROJECT : Engagement of a 3rd Party Audit and Determine Compliance of the SSS Quality Management System (QMS) to ISO 9001:2015 Requirement

ITB NO. : Consultancy-2019-007

SUBJECT : BID BULLETIN NO. 1

DATE : 20 August 2019

Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – July 13 to 20, 2019
Approved Budget for the Contract (ABC) and Source of Fund	P1,500,000.00 2019 Corporate Operating Budget (COB) – MOOE
Price of BD (non-refundable)	P1,500.00
Delivery Period	Three (3) Years

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 14 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, 16 August 2019
- Issuance of Bid Bulletin No. 1 – reply to written queries: Tuesday, 20 August 2019
- **Submission and opening of 2 envelopes: Wednesday, 28 August 2019, 2:00 p.m. at the Green Room, 12th floor, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Clarifications and other amendments – Annex “A”

3. Documentary Requirements

a. 1st 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

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- 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 2nd 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
- b.5 FPF 5 – Reimbursable Per Activity
- b.6 FPF 6 – Miscellaneous Expenses

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).

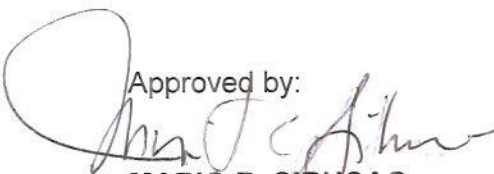
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Bid Bulletin Control No. BB-2019-082
 Dated 20 August 2019

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ANNEX "A"

Engagement of a 3rd Party Audit and Determine Compliance of the SSS Quality Management System (QMS) to ISO 9001:2015 Requirement

1. List of Addresses of SSS Branches and Supporting Units – Annex "A"
2. List of Core Processes for QMS Implementation – Annex "B"
3. Revisions of the Bidding Documents Part II – Annex "C"

ADDRESS OF SSS BRANCHES AND SUPPORTING UNITS

Annex A

SSS DAVAO	SSS Building, J.P. Laurel Avenue, Bajada, Davao City
OVP MINDANAO SOUTH 1	
DAVAO PROCESSING CENTER	
DAVAO RIMS	
MEDICAL EVALUATION CENTER	
SSS CEBU	SSS Building, Brgy. Kalubihan, Osmeña Boulevard, Cebu City
OVP VISAYAS CENTRAL 1	
CEBU PROCESSING CENTER	
CEBU RIMS	
MEDICAL EVALUATION CENTER	
SSS CAGAYAN DE ORO	SSS Building, Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental
OVP MINDANAO NORTH	
CAGAYAN DE ORO PROCESSING CENTER	
CAGAYAN DE ORO RIMS	
MEDICAL EVALUATION CENTER	
SSS BIÑAN	3rd Floor Central Mall Biñan, Malvar Street, San Vicente, Biñan Laguna
OVP LUZON SOUTH 1	SSS Building, Balagtas Boulevard corner Paulino Street, San Pablo City
SAN PABLO PROCESSING CENTER	
SAN PABLO RIMS	
MEDICAL EVALUATION CENTER	3rd Floor Central Mall Biñan, Malvar Street, San Vicente, Biñan Laguna
SSS ILOILO-CENTRAL	TTW Building, JM Basa corner Mapa Street, Iloilo City, Iloilo
OVP VISAYAS WEST 2	GT Mall Plaza, MH Del Pilar, Molo, Iloilo City
ILOILO PROCESSING CENTER	TTW Building, JM Basa corner Mapa Street, Iloilo City, Iloilo
BACOLOD RIMS	SSS Building, Lacson Street, Bacolod City, Negros Occidental
MEDICAL EVALUATION CENTER	TTW Building, JM Basa corner Mapa Street, Iloilo City, Iloilo
SSS SAN PABLO	SSS Building, Balagtas Boulevard corner Paulino Street, San Pablo City
OVP LUZON SOUTH 1	
SAN PABLO PROCESSING CENTER	
SAN PABLO RIMS	
MEDICAL EVALUATION CENTER	
SSS NAGA	SSS Building, Concepcion, Pequeña, Naga City
OVP LUZON BICOL	
NAGA PROCESSING CENTER	
NAGA RIMS	
MEDICAL EVALUATION CENTER	
SSS ZAMBOANGA	PHIDCO Building, Veterans Avenue, Zamboanga City, Zamboanga del Sur
OVP MINDANAO WEST	
ZAMBOANGA PROCESSING CENTER	
ZAMBOANGA RIMS	
MEDICAL EVALUATION CENTER	
SSS OLONGAPO	Wung Chun Kar Building, 35 Gordon Avenue, Pag-Asa, Olongapo City, Zambales
OVP LUZON CENTRAL 2	SSS Building, Diosdado Macapagal Government Center, Brgy. Maimpis, San Fernando City, Pampanga
TARLAC PROCESSING CENTER	Belfort Building, Zamora Street, San Roque, Tarlac City
TARLAC RIMS	Macabulos Drive, San Vicente, Tarlac, Tarlac
MEDICAL EVALUATION CENTER	Wung Chun Kar Building, 35 Gordon Avenue, Pag-Asa, Olongapo City, Zambales
SSS DUMAGUETE	MM Kho Building, Romero Highway, Bagacay, Dumaguete City, Negros Oriental
OVP VISAYAS WEST 1	SSS Building, Lacson Street, Bacolod City, Negros Occidental
ILOILO PROCESSING CENTER	TTW Building, JM Basa corner Mapa Street, Iloilo City, Iloilo
BACOLOD RIMS	SSS Building, Lacson Street, Bacolod City, Negros Occidental
MEDICAL EVALUATION CENTER	MM Kho Building, Romero Highway, Bagacay, Dumaguete City, Negros Oriental

LIST OF CORE PROCESSES FOR QMS IMPLEMENTATION

Annex B

- 1. REGISTRATION AND COVERAGE PROCESS**
- 2. CONTRIBUTIONS AND LOANS REPAYMENT COLLECTION PROCESS**
- 3. SHORT-TERM MEMBER LOANS GRANTING PROCESS**
- 4. SICKNESS, MATERNITY AND EMPLOYEE COMPENSATION BENEFITS PROCESS**
- 5. DEATH, DISABILITY AND RETIREMENT BENEFITS PROCESS**
- 6. FUNERAL BENEFIT PROCESS**
- 7. ID CAPTURE PROCESS**

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Project Location

Davao Branch, PC, RIMS, ME Center and Division Office
Cebu Branch, PC, RIMS, ME Center and Division Office
*CDO Branch, PC, RIMS, ME Center and Division Office
Iloilo-Central Branch, PC, RIMS, ME Center and Division Office
Biñan Branch & ME Center
San Pablo Branch, PC, RIMS, ME Center and Division Office
Naga Branch, PC, RIMS, ME Center and Division Office
Zamboanga Branch, PC, RIMS, ME Center and Division Office
Olongapo Branch, Tarlac PC, RIMS, ME Center and Division Office
Dumaguete Branch, ME Center and Division Office

**added Division Office for Dumaguete Branch and replaced PE with ME (for Medical Evaluation) of all branches*

2. Page 59 (Item 3 under GENERAL SCOPE OF SERVICES)

Provide a full report for each audit conducted during the 3rd party audit cycle on the operations audited consistent with the Business Process of SSS Frontline Core Processes. The 3rd Party audit scope and coverage shall include the following covered branches, processing centers, PE centers and support units:

- 1.1. Davao Branch, PC, RIMS, ME Center and Division Office
- 1.2. Cebu Branch, PC, RIMS, ME Center and Division Office
- 1.3. Cagayan De Oro Branch, PC, RIMS, ME Center and Division Office
- 1.4. Binan Branch and ME Center
- 1.5. Iloilo-Central Branch, PC, RIMS, ME Center and Division Office
- 1.6. San Pablo Branch, PC, RIMS, ME Center and Division Office
- 1.7. Naga Branch, PC, RIMS, ME Center and Division Office
- 1.8. Zamboanga Branch, PC, RIMS, ME Center and Division Office
- 1.9. Olongapo Branch, PC (Tarlac), RIMS (Tarlac), ME Center and Division Office (San Fernando)
- 1.10. Dumaguete Branch, ME Center and Division Office

**added Division Office for Dumaguete Branch and replaced PE with ME (for Medical Evaluation) of all branches*