



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

**BIDS AND AWARDS COMMITTEE (BAC) II**

**PROJECT : 2021 3RD PARTY CUSTOMER SATISFACTION SURVEY**  
**ITB NO. : REI-SSS-Consulting-2021-014**  
**SUBJECT : BID BULLETIN NO. 1**  
**DATE : 27 September 2021**

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

Advertisement:	<b>Posting at Website &amp; Conspicuous Places – August 17 to 24, 2021</b>
Approved Budget for the Contract (ABC) and Source of Fund	<b>₱ 2,900,000.00</b>  <b>Approved 2021 APP COB–MOOE</b>
Price of BD (non-refundable)	<b>₱ 2,900.00</b>
Delivery Period	90 calendar days from receipt of signed contract and Notice to Proceed

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 22 September 2021. 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, 24 September 2021
- Issuance of Bid Bulletin No. 1 – reply to written queries: Monday, 27 September 2021
- **Submission and opening of 2 envelopes: Wednesday, 06 October 2021, 2:00 p.m. at the 2<sup>nd</sup> Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

**Only one company representative is allowed to attend the manual opening of bids. Other company representative may witness the opening of bids through Microsoft Teams. Kindly coordinate with the BAC Secretariat for the details.**

**2. Amendments/Clarifications – 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 five (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 Remuneration per Activity
  - b.4 FPF 4 – Miscellaneous Expenses
- c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**
- c.1 2020 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 2021 to June 2021 or latest available Quarterly VAT;;
  - c.3 Documents listed in the Platinum Membership and updates, if any;
    - SEC/DTI Registration
    - 2021 Mayor's Permit
    - Valid Tax Clearance
    - 2020 Audited Financial Statement filed through EFPS
4. Awarding shall be made to the bidder with the Highest Rated and Responsive Bid (HRRB).
  5. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year. **A copy of the Authority to Notarize from the Notary Public must be submitted.**

Prepared by:

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Acting Head  
BAC Secretariat Department

Concurred by:

**MARISOL E. RIVERA**  
Chairperson, TWG

Approved by:

**ELVIRA ALCANTARA-RESARE**  
Executive Vice-President & Chairperson  
Bids and Awards Committee II

**Annex "A"**  
**Bid Bulletin Control No. BB-2021-090**  
dated 27 September 2021