



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

## **BIDS AND AWARDS COMMITTEE I**

### MINUTES OF THE PRE-BID CONFERENCE

ORGANIZATIONAL ASSESSMENT (HUMAN RESOURCE - ORGANIZATIONAL DEVELOPMENT CONSULTANCY FIRM FOR THE RESTRUCTURING PLAN OF THE SOCIAL SECURITY SYSTEM)

SEPTEMBER 16, 2021 (THURSDAY) 4:55 P.M., BIDDING ROOM, 2ND FLOOR SSS MAIN OFFICE & THRU MICROSOFT TEAMS

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Present:

BAC I Members:

RIZALDY T. CAPULONG  
MARIO R. SIBUCAO  
CRISTINA A. BACALLA  
NEIL F. HERNAEZ  
JOY A. VILLACORTA

BAC Secretariat:

ROSALYN A. CONDAT  
MARIVIC P. VILLARUBIA  
LARRY R. VILAR  
IRENE A. NEIZ  
CELIA M. MEDINA

TWG Representatives:

MA. NYMPHA M. RAGEL  
FILOMENA S. DAVID  
RENIER NONITO JOY BORNAS  
NIMFA FRANCO  
MA. LYKA DIVINO

Participating Bidders:

ASSESSMENT ANALYTICS, INC.  
HUMAN CAPITAL ASIA, INC.  
HUMAN RESOURCE INNOVATIONS AND SOLUTIONS  
INDU INFERENTIA MANAGEMENT CONSULTANCY  
ATENEO CENTRE ORD  
CPMR CONSULTANTS, INC.  
PEOPLE DYNAMICS

1. The Pre-Bid Conference was called to order at 4:55 p.m.
2. The published Approved Budget for the Contract is ₱15,800,000.00

3. The following observers were invited through BAC notice dated 27 August 2021:

- 3.1. Commission on Audit (COA)
- 3.2. Anti-Corruption Training Center
- 3.3. Anti-Trapo Movement of the Philippines, Inc.
- 3.4. Makati Business Club
- 3.5. Philippine Chamber of Commerce and Industry
- 3.6. Procurement Watch, Inc
- 3.7. Transparency Accountability Network
- 3.8. Confederation of Filipino Consultants

However, none of them attended the activity.

4. Nobody paid and secured the Bidding Documents at the time of the Pre-Bid Conference.

5. The Technical Working Group (TWG) presented the terms of reference and evaluation criteria for the above-mentioned project.

6. The following issues/clarifications were raised during the Pre-Bid Conference:

|     | Query/Clarifications  | TWG/BAC Reply  |
|-----|---|--|
| 6.1 | For the Scope of the Project, is it the entire SSS organization?<br><br>How many job families will be involved?<br><br>How many highly technical positions will also be a part of the study? (as defined thru hiring)                       | For clarification thru Bid Bulletin.   |
| 6.2 | Are you already using the Human Resource Information System?<br><br>Do you have existing competencies, or will that be develop during the project?<br><br>Is there any expectation that this will be reviewed in the course of the project? | Yes, however, certain modules are still work in progress.<br><br>Yes, we have an existing library of competencies.<br><br>Yes. Please refer to Section VII. Terms of Reference, IV. Scope of Services, item 5. Crafting of the Organizational and Staffing Design for the list of expected documents to be submitted to GCG. |
| 6.3 | For Reorganization, will you be agreeable to a total reset which is the “scrap and build” as a possibility? Of course, you don’t have the data yet, but this is very important in the design.   | We are not agreeable to the total reset which is “Scrap and Build” but for exceptional cases, we may consider it as an option provided for under the restructuring process.  |
| 6.4 | Do you have the current total plantilla for the job families and the technical positions?   | For clarification through Bid Bulletin.  |

|      |   |   |
|------|---|---|
| 6.5  | For the Design of this proposed technical proposal, do you have the current or existing organizational structure?   | Yes. Please refer to the website <b>Organizational structure</b> - <a href="https://www.sss.gov.ph/sss/DownloadContent?fileName=SSS%20Organizational%20Structure.pdf">https://www.sss.gov.ph/sss/DownloadContent?fileName=SSS Organizational Structure.pdf</a>                    |
| 6.6  | For Annex 5, under the organizational structure and staffing pattern of the career levelling for the master data, if it is ok if we will be provided with this MS Excel master data?                            | Please refer to GCG Memorandum Circular No. 2015-04 dated 02 May 2016 (re-issued)   |
| 6.7  | For Project Timeline, since there will be a 2022 election, what might be the effect or impact during the project proper? Like a pause with the project, site delay or any obstacle that we may encounter?       | We are not expecting any delay or issue relative to the election. The election ban on procurement activities under RA 9184 will start next year and it does not apply to projects or procurement that are already issued a Notice to Proceed or is presently being implemented.   |
| 6.8  | What is the status of digitalization and process reengineering efforts? What has been completed and still needs to be done and have there been any changes in structure or movements of the people as a result? | Yes, the business process reengineering and digitalization initiatives are ongoing, and we recognize the impact of these initiatives on the work of the employees. We have not yet reflected the changes in the job descriptions, and we are in the process of revising the same. |
| 6.9  | For Minutes of the Meeting, will we receive a copy of this?   | Minutes of the meeting will be issued together with the Bid Bulletin.   |
| 6.10 | For Bidding Documents, is there a fee that we need to pay and how? Are there any available online facilities?   | We do not have yet a facility for the online payment of the bidding documents. Kindly proceed directly to the Cash Department for payment.  |
| 6.11 | Are you going to provide us a soft copy of the templates that we are going to use?  | MS Word copies of the bid forms and PDF copies of the bidding documents will be provided to all interested bidders together with the bid bulletin.  |

7. The BAC Secretariat announced the Composition of Envelopes No. 1 (Eligibility and Technical documents), No. 2 (Financial Proposal) and additional documents.
8. The BAC I informed the bidders that the bid proposal will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within non-extendible period of five (5) calendar days from receipt of BAC notice:
  - a. 2020 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
  - b. Quarterly VAT for the period January 2021 to June 2021;
  - c. SEC/DTI Registration;
  - d. 2021 Mayor's Permit;
  - e. Valid Tax Clearance;
  - f. 2020 Audited Financial Statements filed through EFPS.
9. The BAC I emphasized that Sworn Statements/Affidavits/ Certifications must be:
  - a. Signed by the Notary Public (attorney) himself/herself;

b. The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.

10. The BAC Secretariat also presented the schedule of the following activities:

|                                     |  |
|-------------------------------------|--|
| 10.1 Deadline of Written Queries    | : Monday, 20 September 2021  |
| 10.2 Issuance of Bid Bulletin       | : Monday, 27 September 2021  |
| 10.3 Submission and Opening of Bids | : Thursday, 7 October 2021<br>2:00 P.M. at the Bidding Room<br>(formerly CDPRD Computer Room),<br>2 <sup>nd</sup> Floor, SSS Main Building<br>East Avenue, Diliman, Quezon City.<br>Late submission shall not be accepted. |

Time Finished: 5:40 P.M.


Prepared by:

Original Signed  
**CELIA M. MEDINA**  
BAC Secretariat Staff  
Date Signed: 9/20/2021

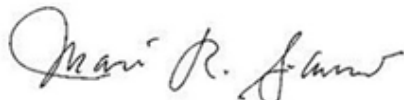
Certified Correct:

  
**ROSALYN AZUL-CONDAT**  
Acting Head, BACSD  
BAC Secretariat Date  
Signed: 9/20/2021

Concurred by:

  
By: 09/28/2021  
**FILOMENA S. DAVID**  
**MA. NYMPHA M. RAGEL**  
TWG Chairperson  
Date Signed: 9/20/2021

Approved by:

  
**MARIO R. SIBUCAO**  
SVP and BAC I Vice-Chairperson  
Date Signed: 9/20/2021