

Republic of the Philippines  
SOCIAL SECURITY SYSTEM  
East Avenue, Diliman, Quezon City

PROCUREMENT PLANNING & MANAGEMENT DEPARTMENT  
Tel. No. 8920-6401 loc 5504-5507/6391

August 11, 2021

Sir/Madam:

Please furnish us with your quotation on or before **August 16, 2021 @ 3:00 PM** for the items listed in the attached Request for Quotation (RFQ).

Kindly accomplish the Request for Quotation and Bidder's Information and affix your confirmation on the Terms and Conditions by signing the certification.

Refer to the Instruction to Suppliers for the procedure on the submission of quotation.

Thank you.

Very Truly Yours,

  
**VIOLETA V. JAVAR**  
Acting Head

PHILGEPS REF. NO.: 7914926  
DATE POSTED : 08/11/21  
POSTED BY : AMY

## REQUEST FOR QUOTATION (RFQ) FORM

Number <b>2021-0085</b>	RFQ Date <b>05 August 2021</b>	ABC <b>P346,000.00</b>	APP Number <b>431</b>
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Item No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 Lot	<b>HIRING OF EXTERNAL WEB DEVELOPER FOR THE SSS WEBSITE FRONT-END REDESIGN OF THE CORPORATE COMMUNICATIONS DEPARTMENT</b>  <i>(Please see attached Annex A - Terms of Reference &amp; Annex B - Proposed Website Wireframe)</i>		

<b>Date Receipt of Request for Quotation Form:</b>	
<b>Price Validity</b>	Three (3) Months
<b>Delivery Terms</b>	Three (3) months upon receipt of approved Job Order
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>• Government Terms</li> <li>• SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations</li> <li>• Payment is upon delivery of items/services &amp; submission of billing documents</li> </ul>

BIDDER'S INFORMATION		
<b>Business Name</b>	<b>Address</b>	
<b>Name of Company Representative</b>	<b>Email Address</b>	<b>Telephone/Mobile Number</b>
<b>PhilGEPS Registration No.</b>	<b>SS Number</b>	<b>BIR TIN</b>

NOTE: Supplier must ensure to fill-out the owner/company representative signature over printed name and business details. Incompletely filled-out RFQ Form is ground for disqualification of submitted quotation.

### TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
  - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
  - 30% Surety Bond callable upon demand
2. In case two or more suppliers submitted the same price quotation and have been evaluated as the Lowest Calculated and Responsive Quotation, submission of best offer in a sealed envelope to be dropped at the drop box located at Procurement Planning & Management Dept., 2nd Flr., SSS Main Bldg., East Ave., Diliman, Quezon City or password-protected zipped file folder sent via e-mail at [bacsealedquotations@sss.gov.ph](mailto:bacsealedquotations@sss.gov.ph) shall be adopted as the tie-breaking method to finally determine the single winning supplier.
3. Alternative offer shall not be allowed.
4. Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
5. Award shall be per "LOT BASIS" and date of conduct/start of the project is subject to change.

## INSTRUCTIONS TO SUPPLIERS

1. For Clarification of details, please call Ms. Madieline L. Acar @ (8) 920-6401 local 5330 or via e-mail @ acarm@sss.gov.ph cc: nodacf@sss.gov.ph.
2. Supplier should indicate "COMPLIED" or "NOT COMPLIED" in the Statement of Compliance Column in the attached Terms of Reference. Failure to indicate will mean automatic disqualification.
3. Sealed Quotations may be submitted through any of the following:
  - a. DROP BOX located at the Procurement Planning & Management Dept.(PPMD), 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to Ms. VIOLETA V. JAVAR – Acting Head of the PPMD  
  
Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address, and contact details.
  - b. ELECTRONIC MAIL at bacsealedquotations@sss.gov.ph with the following requirements:
    - i. Quotations and attachments should be in portable document format (pdf), compressed/ziped and protected by a password (see attached Guide in Creating password protected zip file folder).
    - ii. File name of the zip file folder shall be by **RFQ number and Project Title**
    - iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.
    - iv. Passwords shall be made available only (not earlier and not beyond the prescribed schedule) through email (bacsealedquotations@sss.gov.ph) or SMS (09062603807) during opening of bids which is scheduled on:  
  
DATE: **August 17, 2021**      TIME: **1:30 PM**
4. After evaluation of offer, the supplier is required to submit complete documentary requirements after receipt of notice or advise from SSS.
  - a. Valid Mayor's/Business Permit;<sup>1</sup>
  - b. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership);
  - c. Certificate of Registration whichever may be appropriate under existing laws of the Philippines;
    - i. Bureau of Domestic Trade & Industry (DTI) – Sole Proprietorship
    - ii. Incorporation Papers registered and approved by the Securities & Exchange Commission - Partnership/Corporation
    - iii. Philippine Contractors Accreditation Board License (PCAB) - Contractors/Civil Works
    - iv. Cooperative Development Authority (CDA) – Cooperatives
  - d. Latest Annual Income / Business Tax Return (for ABCs above P500K);
  - e. BIR Certificate of Registration Form 2303;
  - f. SSS ID Number (Employer/Self-Employed);
  - g. Notarized Omnibus Sworn Statement (for ABCs above ₱50,000);<sup>1</sup>
  - h. For ABCs amounting to ₱50,000 and below, the supplier with lowest calculated & responsive quotation/bid shall be required to submit a Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/Corporation; and
  - i. Professional License/Curriculum Vitae (for consulting services).

## GENERAL CONDITIONS OF THE CONTRACT

1. The Supplier shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order
2. The Supplier shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The Supplier shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to SSS, if applicable.
4. The Supplier warrants that all the Goods/Services have no defect arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the Supplier shall replace any defective item within twenty-four (24) hours from the time that it was notified by SSS of the defect. Defects detected only after the item is installed and used is covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost to the SSS, if applicable.
6. In order to assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum period of three (3) months, in the case of Expendable Items, or a minimum period of one (1) year, in the case of Non-expendable Items, after acceptance of the

<sup>1</sup> Per GPPB Resolution No. 09-2020, dated 7 May 2020, Expired Business or Mayor's permit with Official Receipt of renewal application and Unnotarized Omnibus Sworn Statement may be submitted for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions subject to compliance therewith after award of contract but before payment.

delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.

7. If the Supplier, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the SSS may have against the Supplier under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

## **SPECIAL CONDITIONS OF THE CONTRACT**

1. **Confidentiality.** Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

4. **Non-Assignment.** Neither party may assign the Contract in whole or in part without the consent of the other party.
5. **Waiver.** Failure by either party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **Cumulative Remedies.** Any and all remedies granted to the parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed upon that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to the SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC

contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.
12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.
14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the aforementioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions.** Any suit or proceeding arising out of relating to the contract shall be instituted in the appropriate court in Quezon City, parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.
18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of SSS.

### CERTIFICATION

**This is to certify that my Company is updated in the payment of contributions and loans to SSS, and conformed with the above terms & conditions, and the data / quotation indicated are valid.**

\_\_\_\_\_  
Owner/Company Representative  
(Signature over Printed Name)

\_\_\_\_\_  
Date

## ANNEX A. TERMS OF REFERENCE

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### HIRING OF EXTERNAL WEB DEVELOPER FOR THE SSS WEBSITE FRONT-END REDESIGN

#### I. BACKGROUND:

In the age of Google, a website is the easiest and most accessible way for people to look up businesses, offices and even government agencies. While a majority of people have shifted to searching social media presences, a professionally designed and versatile website is still needed to build online credibility and legitimacy, as well as provide access to transactional portals.

The SSS website is in urgent need of upgrade to keep up and adapt to the demands of the times. Most of our members are on their mobile devices and wants access to SSS information and their membership details in the fastest way possible. Improving the accessibility and usability of the website would greatly help in minimizing member inquiries and complaints, would supplement our social media channels in putting out information and would encourage members to take advantage of our online portals rather than head to our physical branches and offices.

#### II. OBJECTIVE:

As Secretary Dominguez mentioned in his Digital Media Assessment of the SSS, he found the current SSS website as “not easy to navigate, not user-friendly and not dynamic.”

This project is proposed in order to address these concerns by hiring an external web developer for the design, development and implementation of the public facing SSS Website on the SSS Server and through the domain [www.sss.gov.ph](http://www.sss.gov.ph).

The project aims:

- To improve the look and feel of the front-end interface of the SSS website.
- To create a responsive, user-friendly site that will make the delivery of information more efficient and accessible to member

#### III. GENERAL SCOPE OF SERVICES

The Consultant is expected to undertake the following:

- A. **Content Management** – efficient and user-friendly backend management interface for the content developers with the following features:

<ul style="list-style-type: none"><li>• Workflow Management</li><li>• Concurrent Authors/Administrators</li><li>• Role-based User Access</li><li>• Revision Control</li><li>• Custom Banner/ Header</li><li>• Ability to upload various files</li><li>• Reports Generator</li></ul>	<ul style="list-style-type: none"><li>• Master Pages &amp; CSS Templates</li><li>• Plugins and Modules</li><li>• File Management</li><li>• Hyperlinking (within the site, other SSS Portals)</li><li>• Preview Feature</li><li>• Forms Function</li><li>• Versioning</li></ul>
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- B. **Content Delivery** – flexible, dynamic, visually-appealing and effective web page display with the following features:

1. Indexing, search and retrieval function
2. Responsive/Adaptive Display (web & portable devices)
3. File Viewer
4. Media Management
5. Video & Audio Streaming from external media sites

C. **Server compatibility** – should be able to run and integrate with the below server specifications and should be implemented through www.sss.gov.ph:

**1. Web Server**

- a. vCores: 8
- b. Memory: 32 GB
- c. Storage: 580GB
- d. Operating System: Windows Server 2016

**2. App Server:**

- a. vCores: 8
- b. Memory: 32 GB
- c. Storage: 380GB
- d. Operating System: Windows Server 2016

**3. DB Server**

- a. vCores: 8
- b. Memory: 32 GB
- c. Storage: 380GB
- d. Operating System: Windows Server 2016

**IV. CONSULTANT’S QUALIFICATION REQUIREMENTS**

The Consultant or consultancy firm shall have the following qualifications (*Bidders must state here either “Complied” or “Not Complied” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Complied” or “Not Complied” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence*):

Item	Specification	Statement of Compliance
<b>A. SCOPE AND DELIVERABLES</b>	Design and develop the SSS website based on the proposed website wireframe, subject to minor revisions as approved by the Task Force for the project. Please refer to the Annex B - Proposed Website Wireframe	
<b>B. QUALIFICATIONS OF THE CONSULTANT</b>		
1. Experience and Capability of the Consultant	<ul style="list-style-type: none"> <li>• Has been in the industry for the last years of three (3) years</li> <li>• Has completed three (3) similar projects, with at least one (1) government website prior to the date of submission of the quotation (similar completed project refer to completed projects involving web design and development.</li> </ul>	
2. Quality of Personnel to be assigned to the project	<ul style="list-style-type: none"> <li>• Senior Front-end/Web Developer – at least five (5) years of related experience</li> <li>• Junior Front-end/Web Developer – at least three (3) years of related experience</li> </ul>	
3. Proposed Design	Rendered design of the homepage and one (1) sample level 2 or inner page of the SSS Website based on the wireframe	

Item	Specification	Statement of Compliance
<b>C. OTHER REQUIREMENTS</b>		
1. The <b>consultant</b> shall: <ol style="list-style-type: none"> <li>a. Commit to treat with utmost confidentiality all information and materials gathered and used relating to this engagement;</li> <li>b. Assign a Project Head Consultant and such other personnel/consultant who will be on-site or off-site at SSS Office based on an agreed schedule;</li> <li>c. Facilitate training on the new content management system and static web services for SSS Team, if needed including a complete Training manual;</li> <li>d. Provide technical advice and guidance to SSS team in ensuring the successful deployment of the website in the DICT server as well as the implementation of the enhanced web services; and</li> <li>e. Submit a site map summarizing the contents of the website.</li> </ol>		
2. The <b>consultant</b> shall submit to SSS the following: <ol style="list-style-type: none"> <li>a. Company Profile (with inclusive MMDDYY the company was established);</li> <li>b. List of previous and/or on-going government projects within the past three (3) years;</li> <li>c. The URLs to the completed projects should be submitted; and</li> <li>d. Curriculum Vitae (CV) of the Project Head Consultant and such other personnel/consultant who will handle the SSS Project.</li> </ol> <p><b>Note:</b> CV must contain brief description of role/task of the current and previous work experience/employment and inclusive dates (MMDDYY) of employment period</p>		

**V. METHOD OF EVALUATION AND SELECTION CRITERIA**

The proposal will be evaluated using the Quality-Cost Based Evaluation (QCBE) procedure pursuant to revised IRR of RA 9184. The following criteria with their respective numerical weights will be used to rate the consultant or consultancy firm:

<b>CRITERIA</b>		<b>RATING</b>								
I.	Evaluation of Technical Proposal <table border="1" data-bbox="248 1607 1206 1849"> <tr> <td data-bbox="248 1607 1027 1688">a. Experience and capability of consultant</td> <td data-bbox="1027 1607 1206 1688">30 Pts.</td> </tr> <tr> <td data-bbox="248 1688 1027 1728">b. Quality of Personnel to be assigned to the project</td> <td data-bbox="1027 1688 1206 1728">40 Pts.</td> </tr> <tr> <td data-bbox="248 1728 1027 1768">c. Proposed Design</td> <td data-bbox="1027 1728 1206 1768">30 Pts.</td> </tr> <tr> <td data-bbox="248 1768 1027 1809" style="text-align: right;">Total (St)</td> <td data-bbox="1027 1768 1206 1809">100 Pts.</td> </tr> </table> <p data-bbox="248 1809 1206 1849"><i>Minimum score required to pass = 75 Pts.</i></p>	a. Experience and capability of consultant	30 Pts.	b. Quality of Personnel to be assigned to the project	40 Pts.	c. Proposed Design	30 Pts.	Total (St)	100 Pts.	75%
a. Experience and capability of consultant	30 Pts.									
b. Quality of Personnel to be assigned to the project	40 Pts.									
c. Proposed Design	30 Pts.									
Total (St)	100 Pts.									
II.	Evaluation of Financial Proposal <p data-bbox="248 1889 1206 1997"><i>The lowest Financial Proposal (FI) shall be given a Financial Score (Sf) of 100 Pts. The Sf of other Financial Proposals shall be computed based on the formula indicated below:</i></p> <p data-bbox="248 1997 1206 2037"><i>Sf = 100 x FI/F</i></p> <p data-bbox="248 2037 1206 2077"><i>Where:</i></p> <p data-bbox="248 2077 1206 2158"><i>Sf = the financial score of the Financial Proposal under consideration</i></p> <p data-bbox="248 2158 1206 2198"><i>FI = the lowest Financial Proposal</i></p> <p data-bbox="248 2198 1206 2225"><i>F = the Financial Proposal under consideration</i></p>	25%								
<b>TOTAL (St + Sf)</b>		<b>100%</b>								

**VI. DELIVERY SCHEDULE**

Three (3) months upon receipt of approved Job Order

**VII. PAYMENT SCHEDULE**

The full payment of the contract shall be made upon completion of all deliverables and submission of billing documents.



**ANNEX B. PROPOSED WEBSITE WIREFRAME**

**PROPOSED WEBSITE WIREFRAME**

LEVEL 1 – www.sss.gov.ph	LEVEL 2	LEVEL 3
<b>Homepage - Top Menu</b>		
<b>Search Box</b>		
<b>Login to My.SSS</b>	My.SSS Login Page	
<b>Homepage - Quick Links</b>		
<b>Register to my.SSS</b>	Guide to My.SSS	
<b>Downloadable the SSS Mobile App</b>	Description of the SSS Mobile and link to download	
<b>Apply for an SS Number Online</b>	Link to SS number online application portal	
<b>Get help: CRMS Portal</b>	Link to crms.sss.gov.ph	
<b>Homepage – What can SSS help you with?</b>		
<b>Become an SSS Member</b>	Page on SSS Registration	
<b>Get an SS Number</b>	Link to SS number online application portal	
<b>Be an OFW member</b>	Page on SSS OFW membership	
<b>Find an SSS branch</b>	Branch locator app	
<b>Get Payment Reference Number</b>	5 Ways to get PRN	
<b>Settle contributions and loans</b>	Page pn how to pay contributionas, loan payments, contribution schedule, payment channels and deadlines	
<b>Homepage – WHAT’S NEW</b>		
<b>Press Releases</b>	List of latest news and photo releases	
<b>Publications</b>	List of different publications	News or Photo Release
<b>Downloadables</b>	List of Downloadable Forms and Applications (.exe, zip.)	PDF Publication
<b>Career Opportunities</b>	List of job opportunities	PDF of form or downloadable application
<b>Homepage – PRODUCTS &amp; SERVICES</b>		
<b>Text SSS</b>	Overview, Program Details	
<b>Annual Confirmation of Pensioners (ACOP) Program</b>	Overview, Program Details	
<b>SSS Mobile App</b>	Overview, Program Details, How to Download	
<b>SSS P.E.S.O. Fund</b>	Overview, Program Details, How to Apply	
<b>Link to an SSS Program/ Service/Portal</b>		
<b>Link to an SSS Program/ Service/Portal</b>		
<b>Homepage – CONTACT US</b>	Contact us landing page:	
<b>Branch Directory</b>	List of all branch addresses and contact numbers	
<b>Email</b>	member_relations@sss.gov.ph	
<b>Telephone</b>	8920-6446 to 56	
<b>Social Media Links</b>	FB, YouTube, Twitter, Viber Instagram	
<b>Homepage – Main Menu</b>	Contact us landing page:	
<b>Transparency Seal</b>	SSS Transparency Seal Landing Page	
<b>Corporate Governance</b>	SSS Corporate Governance Seal	

<b>Seal Page</b>	Landing Page	
<b>Freedom of Information (FOI)</b>	<a href="https://www.foi.gov.ph/">https://www.foi.gov.ph/</a>	
<b>Homepage – Main Menu</b>		
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