



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City
Tel. Nos. (632)920-6401*(632)920-6446

E-mail: member_relations@sss.gov.ph* Website <http://www.sss.gov.ph>

Stamp: KAROL 4:7
31 JUL 2019
OFFICE OF THE VICE-CHIEF OF STAFF
MEMBER RELATIONS AND SUPPORT

MEMORANDUM

Approved.

30 July 2019

Recd of

FOR : AVP CARMEN O. SORIANO
Approving Authority

CG 8/2/19

SUBJECT : a. **Approval of the Shortlisted Consultant for the Engagement of a 3rd Party Audit and Determine Compliance of the SSS Quality Management System (QMS) to ISO 9001:2015 Requirement**
b. **Approval of the Criteria for the Technical and Financial Evaluation**

A. RECOMMENDATION

In line with Social Security Commission (SSC) Resolution No. 795-s.2017 dated November 22, 2017 and Administrative Order No. 2017-096 dated December 8, 2017, the Bids and Awards Committee (BAC) II, in its Resolution No. 2019-117-2 dated 29 July 2019, resolved to recommend the following:

- a. Approval of Socotec Certification Philippines, Inc. as the shortlisted consultant for the Engagement of a 3rd Party Audit and Determine Compliance of the SSS Quality Management System (QMS) to ISO 9001:2015 Requirement.
- b. Approval of the criteria for the Technical and Financial Evaluation for the above-mentioned project.

The project has an Approved Budget for the Contract (ABC) of P1,500,000.00. It is included in the 2019 Annual Procurement Plan (APP), as follows:

| PAP Code No. | Particulars | Amount |
|--------------|---|-----------------|
| 18 | Hiring of Certification Body that will conduct the 3 rd Party Audit of the Quality Management System (QMS) to determine compliance to ISO 9001 requirement COB - MOOE | P1,660,000.00 / |

B. BACKGROUND

1. The project was approved by the President and CEO on 22 March 2018 per QMD memo dated 21 March 2019
2. The TWG, chaired by Mr. Arnold A. Tolentino, was created under Administrative Order No. 2019-054 dated 07 June 2019 and BAC II Resolution No. 2019-082-6 dated 22 May 2019.
3. The submission and opening of Eligibility Documents was held on 24 July 2019 and participated in by Socotec Certification Philippines, Inc..

4. The TWG conducted evaluation of the eligibility documents and shortlisting of the bidder and submitted its report on 26 July 2019 recommending Socotec Certification Philippines, Inc. as the shortlisted consultant for the above-mentioned project.
5. After due deliberation of the result of shortlisting, the BAC II under Resolution No. 2019-117-2 dated 10 July 2019 resolved to recommend approval of the Shortlisted Consultant.
6. Section 24.5.4 of the 2016 Revised IRR of RA9184 provides that the BAC shall recommend the shortlist of consultants to the HOPE for consideration and approval. The entire process of eligibility check and approval of short-list of consultants by the HOPE shall not exceed twenty (20) calendar days from the date of Eligibility Check or from 24 July 2019 to 13 August 2019.
7. Further, the bid shall be evaluated using Quality-Cost based evaluation criteria as recommended by the TWG, for your approval, as follows:

| PROPOSAL | WEIGHT |
|-----------|--------|
| Financial | 30% |
| Technical | 70% |
| Total | 100% |

8. The Technical Evaluation shall be based on the following:

| Criteria | Weight |
|--|-------------------|
| Quality of Personnel to be assigned as 3 rd Party Auditor | 40 points |
| Experience and capability of the Certification Body | 40 points |
| Plan of Approach and Methodology | 20 points |
| Total | 100 points |

The minimum Technical Score (St) required to pass is 80 points.


9. As to the Financial Evaluation, the lowest Financial proposal (FL) shall be given a Financial score (Sf) of 100 points.

This is to certify that the recommendation for approval of the result of the shortlist of consultants and the criteria for the Technical and Financial Evaluation, for consideration and approval of AVP Carmen O. Soriano as the approving authority, has undergone complete staff work in accordance with Section 24 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184, otherwise known as The Government Procurement Reform Act.

Thank you.

BIDS AND AWARDS COMMITTEE II


MARIO R. SIBUCAN
 Chairperson


GUILLERMO M. URBANO, JR.
 Vice-Chairperson


JOHNSY L. MANGUNDAYAO
 Member


HENRY C. PABLO
 Member


SYLVETTE C. SYBICO
 Provisional Member

RATING SYSTEM FOR SHORTLISTING OF ISO CERTIFICATION BODY

BIDDER: SOCOTEC CERTIFICATION PHILIPPINES, INC.

| CRITERIA | TOTAL SCORE | RATING (Weight x Total Score) |
|---|-------------------|----------------------------------|
| I. Applicable experience of the Certification Body and members (50 %) | | |
| Experience of the Certification Body and its members (From the year that CB contracted its first Client up to present) | SCORE | |
| No. of Years = 3 (50 PTS) 3 < No. of Years < 5 (70 PTS) 5 < No. of Years < 10 (90 PTS) No. of Years = 10 or more (100 PTS) | 100 | 50 |
| II. Qualifications of personnel who may be assigned to the job vis-a- vis extent and complexity of the undertaking (30 %) | | |
| Training and experience of the CB Third Party Audit Team | | SCORE |
| With ISO 9001:2008 Lead Auditor Certification (at least 50% of the Team) | 35 PTS | 30.6 |
| With at least 3 years experience as 3 rd Party Auditor (at least 50% of the Team) | 35 PTS | 32.8 |
| With educational background/ trainings in Auditing (all members of the Team – 100%) | 30 PTS | 30 |
| | | 93.4 |
| | | 28 |
| III. Current workload relative to capacity (20 %) | | |
| Latest largest contract (last 3 years) vis-à-vis core processes and warm bodies covered with corresponding assigned auditors | | SCORE |
| Low (1 process, 1 site, small simple scope) | | |
| Warm Bodies | Auditors Assigned | |
| ≤ 65 | 1 to 4 | |
| 66 to 425 | 5 to 11 | |
| >425 | ≥ 12 | |
| Medium (2 to 3 process, 2 to 6 sites, small to medium scope) | | |
| Warm Bodies | Auditors Assigned | |
| ≤ 65 | 1 to 4 | |
| 66 to 425 | 5 to 11 | |
| >425 | ≥ 12 | |
| High (More than 3 process, more than 6 sites, large scope) | | |
| Warm Bodies | Auditors Assigned | SCORE |
| ≤ 65 | 1 to 4 | 50 PTS |
| 66 to 425 | 5 to 11 | 75 PTS |
| >425 | ≥ 12 | 100 PTS |
| | | 100 |
| | | 20 |
| TOTAL RATING | | 98 |
| REMARKS FOR ELIGIBILITY (PASSED = 80 RATING and above, otherwise FAILED) | | PASSED |

EVALUATED BY:

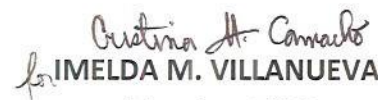
25 JULY 2019



ARNOLD A. TOLENTINO
Chairman, TWG
Department Manager III, QMD



IRENE R. NOLASCO
Member, TWG
CEO III, ITGSD



IMELDA M. VILLANUEVA
Member, TWG
SSO V, QMD