



REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman, Quezon City  
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***Request for Expression of Interest  
REI-SSS-Consulting 2019-007***

***ENGAGEMENT OF A CERTIFICATION BODY TO CONDUCT 3<sup>RD</sup> PARTY  
AUDIT AND DETERMINE COMPLIANCE OF THE SSS QUALITY  
MANAGEMENT SYSTEM (QMS) TO ISO 9001:2015 REQUIREMENTS***

1. The *Social Security System (SSS)*, through the Corporate Operating Budget FY 2019, intends to apply the sum of **P 1,500,000.00**, being the Approved Budget for the Contract (ABC) to payments under the contract for the conduct of 3<sup>rd</sup> Party Audit as required for ISO 9001:2015 Quality Management System (QMS) Certification of All Frontline Core Processes for 10 Branches and its respective Processing Centers and PE Centers.

Bids received in excess of the ABC and the ceiling amount per subproject/item indicated below shall be automatically rejected at the opening of the financial proposals.

2. The *Social Security System* now calls for the submission of eligibility documents for the services of a Certification Body to undertake the 3<sup>rd</sup> party audit as required for ISO 9001:2015 QMS Certification of All Frontline Core Processes<sup>1</sup>.

Eligibility documents of interested consultants must be duly received by the BAC Secretariat **on or before 24 July 2019 (Wednesday) not later than 2:00pm. at the Green Room, 12<sup>th</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City.** Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. Interested bidders may obtain further information from the *SSS* and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00a.m. to 5:00p.m.
4. **A complete set of Bidding Documents may be acquired by interested bidders starting 13 July 2019 up to the scheduled submission & opening of eligibility documents** from the address below and upon payment of the applicable fee for the Bidding Documents, in the amount of **P 1,500.00**.

The mode of payment shall be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be **downloaded free of charge** from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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<sup>1</sup> A brief description of the terms of reference of the Consulting Service should be provided, including outputs/deliverables, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Revised Implementing Rules and Regulations (RIRR).

The **short list shall consist of three (3)<sup>2</sup> prospective bidders** who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	RATING
A. Applicable work experience of the consultant	50 pts.
B. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30 pts.
X. Current workload relative to capacity	20 pts.
TOTAL	100
<b>PASSING SCORE</b>	<b>80 pts.</b>

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE)*.

8. The contract shall be completed upon the completion of the 3<sup>rd</sup> Party audit cycle which covers:

- 1<sup>st</sup> Year Certification Audit
- 2<sup>nd</sup> Year Certification Audit
- 3<sup>rd</sup> Year Certification Audit

9. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time on the immediately succeeding business day in Quezon City.

10. The Social Security System reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. The Social Security System assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantees that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.

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<sup>2</sup>For World Bank financed contract, the short list should be six (6) Consultants.

12. For further information, please refer to:

**Bids and Awards Committee**  
**The Secretariat**  
6<sup>th</sup> Floor, SSS Main Building  
East Avenue, Diliman, Quezon City  
Tel # 922-1070, 920-6401 local 5492/6382  
Email – [bac@sss.gov.ph](mailto:bac@sss.gov.ph)

**THE CHAIRPERSON**  
**BIDS & AWARDS COMMITTEE**

ref.: rei-sss-consulting-2019-007-Engagement of a Certification Body ISO