





REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**

East Avenue, Diliman, Quezon City  
Tel. Nos. (632)8920-6401\*(632)8920-6446

E-mail: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph)\*Website <http://www.sss.gov.ph>

***Request for Expression of Interest***  
***REI-SSS-Consulting-2020-003***

***CONDUCT OF THE 2020 NATIONWIDE DETAILED SURVEY FOR SSS***

1. The *Social Security System (SSS)*, through the Approved 2020 Corporate Operating Budget - MOOE with Code (PAP) 174 of the 2020 Approved Annual Procurement Plan (APP), intends to apply the sum of **P 24,500,000.00**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Conduct of the 2020 Nationwide Detailed Survey for SSS**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The SSS now calls for the submission of eligibility documents for the ***Procurement of Consulting Services for the Conduct of the 2020 Nationwide Detailed Survey for SSS to determine the correct universe for social security coverage, to include foreigners working in the Philippines and the Philippine Offshore Gaming Operators as employer-members, and to identify the untapped workforce (e.g., the employed and self-employed) for social security coverage.***

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **09 July 2020 at the BAC Bidding Room (formerly CDRPD Computer Room), 2<sup>nd</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 in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00p.m.
4. **A complete set of Bidding Documents may be acquired by interested bidders starting 30 June 2020** up to the scheduled submission & opening of eligibility documents from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents, in the amount of **₱13,500.00**.

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.

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)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

<b>CRITERIA</b>	<b>RATING</b>
A. <i>Applicable Experience</i> a. <i>Number of years in operation prior to the submission of Eligibility Requirement (minimum of 10 years)</i> b. <i>Number of similar* projects completed in the last seven (7) years prior to the submission of Eligibility Requirement (minimum of 3 completed similar projects/studies, one of which shall have a minimum contract price of not less than P12.0M).</i>	40 pts.
B. <i>Qualification and competence of personnel to be assigned to the project</i>	25 pts.
C. <i>Current (2020) workload vs. capacity to do the job</i>	35 pts.
<b>TOTAL</b>	<b>100 pts.</b>
<b>PASSING SCORE</b>	<b>60 pts.</b>

\* Similar projects refer to a survey on social demographics of a nationwide and/or minimum of one of the Island Groups: Luzon, Visayas, Mindanao.

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 SSS shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE)*. The SSS shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within seven and a half (7½) months or earlier, details below:

<b>Activities/General Tasks</b>	<b>Timeline</b>
Mobilization and review of secondary data	Two (2) weeks
Refining and finalizing the details and methodology, data management framework, and project management plans	1-1.5 months
Finalizing the operational, staffing and supervision for the detailed survey; designing the survey instrument, developing the work plan and components of the database platform, mobile and web-based application; and field users’ manual; plan for the development and pre-testing of the survey system; plan for data quality checks and review systems/processes; plan for the conduct of training of field teams; communication/coordination plan; cost management and procurement plan; risk analysis and plan for risk management; and plan for organizing office and coordination schemes to various SSS divisions	
Reviewing, finalizing and submitting the Inception Report	
Mobilization and review of secondary data	
Translating questionnaires into local dialects	0.5 month
Pre-testing and pilot-testing of survey instrument, operations plan and data entry system to test construct validity, efficiency of survey system; and test the validity and practicality of proposed operations and work plan	
Developing and submitting the initial version of the web-based survey system for data capture and entry	
Preparing and finalizing the survey manual with procedures and protocols for data entry and quality checks	
Preparing survey requirements: coordination of activities with SSS	0.5 to 1 month

divisions and identified stakeholders and securing of necessary permits; preparing logistics-travel and accident insurances, transport and accommodation needs, training needs and kits	depending on sample size
Organizing pre-selected supervisors; and hiring and employing the field teams composed of field supervisors and enumerators, of which number will depend on the approved sample size	
Conducting a week-long training (depending on the length of the questionnaire) with a day of field practicum	
Conducting face-to-face interview; and securing and reviewing required secondary data	1 to 1.5 months depending on the sample size
Monitoring survey activities, performing coaching activities, documenting progress, issues and lessons learned, assessing teams' performance, resolving issues; modifying protocols, procedures and communication as necessary; addressing conflict and other problems; improving team interaction to ensure efficient data collection	
Performing data entry, review, verification and quality checks thru the web-based system	
Data management, processing, consolidation, and analysis	2 to 3 months depending on the sample size
Report writing and submission of draft	
Revision and packaging final report and exit conference	

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 SSS 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 SSS 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.
12. For further information, please refer to:

**Bids and Awards Committee**

**The Secretariat**

2<sup>nd</sup> Floor, SSS Main Building

East Avenue, Diliman, Quezon City

Tel # (632) 8922-1070, 8920-6401 local 5492 or 6382

Email – [bac@sss.gov.ph](mailto:bac@sss.gov.ph)

**THE CHAIRPERSON  
BIDS & AWARDS COMMITTEE**

