



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*Website <http://www.sss.gov.ph>

Request for Expression of Interest
REI-SSS-Consulting-2021-009

**CONSULTING SERVICES FOR THE CONCEPT, DESIGN AND LAYOUT,
AND PRINTING OF THE 2020 ANNUAL REPORT (100 PCS.)**

1. The *Social Security System (SSS)*, through the Approved the 2021 Corporate Operating Budget-MOOE included in the APP Update for the month of April (3rd update) with Code PAP 5 intends to apply the sum of **₱500,000.00** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the Concept, Design and Layout, and Printing of the 2020 Annual Report (100 pcs.)**.

Bids received in excess of **₱500,000.00** as ABC shall be automatically rejected at the opening of the financial proposals.

2. The *SSS* now calls for the submission of eligibility documents for **Consulting Services for the Concept, Design and Layout, and Printing of the 2020 Annual Report (100 pcs.)**. Consulting services include:

- Creative Conceptualization;
- Graphic Design (Layout and Composition);
- Editorial Assistance (Copywriting, Editing, and Proofreading);
- Preparation of Final Press-ready Artwork;
- Color Separation and Computer Imaging;
- Supervision of Printer and Printing;
- Preparation of Electronic Copy of digitally enhanced PDF files;
- Shouldering one (1) year cost of hosting of Flipbook App; and
- Setting up of Flipbook/E-book version with flipping animation functionality in the SSS Website.

Interested consultant must be an advertising agency, publication and/or graphic design firm, or printing house that has been established for at least seven (7) years and must have experience in the conceptualization, design, and printing of corporate publications such as annual reports, coffee table books, company reports, and the like.

Eligibility documents of interested consultants must be duly received by the **BAC Secretariat on or before 30 June 2021 (Wednesday) not later than 2:00 p.m.** at the BAC Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Only one company representative is allowed to attend the manual opening of Eligibility Documents. Other company representative may witness the opening of Eligibility Documents through Microsoft Teams. Kindly e-mail us on or before 01 June 2021, through e-mail address bac@sss.gov.ph, the following:

- a. **Name of the representative and e-mail address; and**
- b. **Technical and administrative queries.**

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 **19 June 2021** up to the scheduled submission & opening of eligibility documents from the address stated in the last item of the ITB.

Payment of **P500.00** for the Bidding Documents shall be paid by the Shortlisted Consultant's only.

The mode of payment will 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 *five (5) prospective bidders* who will be entitled to submit bids. The criteria and rating system for short listing are:

Applicable experience of the Consultant	
<ul style="list-style-type: none"> ➤ Number of completed similar projects in the last five (5) years ➤ Number of years in the industry 	50 pts.
Qualification of principal and key staff of the Consultant who may be assigned to the job	
<ul style="list-style-type: none"> ➤ Account Manager ➤ Art/Creative Director ➤ Editor 	30 pts.
Current workload relative to capacity	
<ul style="list-style-type: none"> ➤ Number of Projects ➤ Number of Team Members 	20 pts.
TOTAL	100 pts.
<i>Minimum Passing Score</i>	<i>80 pts.</i>

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.
 - (i) 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 Based Evaluation/Selection (QBE/QBS) procedure. The weights to be allocated for the Technical Proposals are indicated in Clause 25.3, Section III, Bid Data Sheet, Part II of the Bidding Documents. The criteria and rating system for the evaluation of bids as indicated in the Instructions to Bidders are provided in Clause 25.3 and 26.2, Section III, Bid Data Sheet, Part II of the Bidding Documents.
8. The contract shall be completed within **14 calendar days after the bidder has received the duly approved/signed final press proof** (and an additional 7 calendar days for setting up of Flipbook version of the Annual Report in SSS website after delivery of printed copies).

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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, 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

2nd Floor, SSS Main Building

East Avenue, Diliman, Quezon City

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

Email – bac@sss.gov.ph

13. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting **19 June 2021**.


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THE CHAIRPERSON
BIDS & AWARDS COMMITTEE



ref.: rei-consulting-sss-2021-009- Consulting Services for the 2020 Annual Report