


**PROJECT:           HIRING OF ASSESSMENT TEST PROVIDER [INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP) ASSESSMENT TEST]**

**QUERIES DURING PRE-BID CONFERENCE:**

	Query/Clarifications	TWG/BAC Reply
1	a. For the Bid Security, is it through Manager's check? And is it refundable?	Bid Security maybe in a form of manager's check, cash or Bid Security Declaration. All types of Bid Security may be refunded once the project is awarded.
2	What do you mean by legal capacity?	Designation or position of the representative
3	A. When submitting the requirements, how many copies to submit? B. Is it photocopy from the original only?	Three (3) sets should be submitted, Original Copy, copy 1 and copy 2.  Original Copy must contain certified true copy of the original legal documents.
4	A. A test administration should be done by SSS or by the bidder? B. Is it going to be done by batch or by schedule?	The test shall be administered by the bidder through online, by batch or schedule.
5	How about the submission of the documents?  Can it be signed through digital signature?	The submission of bidding document is done manually  Yes.
6	A. For clarification, about the technical specifications: The assessment test to be submitted must be done by a Psychometrician?	Yes, to be submitted in a separate document
7	A. Do we need to submit the documents referred to from the Certification of PhilGeps Registration such as Mayor's Permit, Tax Clearance? B. How about the SLCC? (Definition of similar)  C. For those with on-going contracts and non-disclosure agreement, do we need to submit its details?	A. Yes, but for the Lowest Calculated Bidder only.  B. Similar Contract is defined as Hiring of Assessment Test Provider which include ICDP or any Psychological Test or any assessment test conducted  c. Yes, based on the details stated in the Form of statement with on-going Cost of Private Contract
8	What is Project Identification Number?	It is the ITB number of the project

9	What are the inclusions in the bid breakdown?	Bid breakdown requires the total cost of the project proposal inclusive of all applicable taxes
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**WRITTEN QUERIES:**

	Query/Clarifications	TWG/BAC Reply
1	If we submitted the Bid Documents before the deadline, can we still add or make amendments?	Yes, but you must submit new sets of documents.
2	Would the screenshot below suffice as proof of PhilGEPS Registration as a Red member? As per PhilGEPS personnel I spoke with, they do not give certificates for Red membership. 	No. Certificate of PhilGEPS Registration is a mandatory requirement for procurement through Public Bidding.
3	Our office keeps the original documents of our Business Permit, SEC Registration, Audited Financial Statements and ITR. Would you allow us to submit a xerox copy of these documents?	Yes, as long as it is a Certified True Copy of the original.
4	Do all the documents to be submitted need to be signed in all pages?	Yes.
5	For Bid Security, do we need to submit the Manager's check and the Bid Security Declaration? Or we can only choose one from these two documents?	You can submit any of the two (2) types of bid security.
6	If we submit Manager's check amounting to PHP8,000, can these be refunded? When?	Yes, it may be refunded once the project is awarded.
7	Is the Project Identification no. the same as Invitation to Bid: ITB-SSS-Goods-2022-049?	Yes.
8	Does the lowest bidder always win the contract or will SSS also look at other factors in making their final decision?	The determination of the awardee is the lowest calculated and responsive bidder.
9	What is the content of the Bid Bulletin?	The final list of the requirements and schedule of activities.
10	Is the Authorized Representative the same person who will sign the contract if awarded with the contract/project?	It depends on the company. They may designate other personnel for the signing of contract.

11	Where can we find the Bid Breakdown form? Is this separate from the Form-02?	It is included in the bidding documents.
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