



REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**

East Avenue, Diliman, Quezon City  
Tel. Nos. (632)8709-7198\*(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-2022-006**

**HIRING OF ISO 9001:2015 CERTIFICATION BODY FOR  
UNEMPLOYMENT BENEFIT PROCESS QMS**

1. The *Social Security System (SSS)*, through the Approved 2022 Corporate Operating Budget – MOOE included in the 4<sup>th</sup> Update for the month of March with Code PAP 2022-001 of the Annual Procurement Plan (APP) intends to apply the sum of Six Hundred Forty-Two Thousand Seven Hundred Twenty-Two Pesos and Forty Centavos (₱642,722.40) being the Approved Budget for the Contract (ABC) to payments under the contract of the **Hiring of ISO 9001:2015 Certification Body for Unemployment Benefit Process QMS**.

Bids received in excess of **₱642,722.40** as ABC 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 3rd Party Audit to Determine Compliance by SSS to ISO 9001:2015 Requirements for Unemployment Benefit Process QMS.

Eligibility documents of interested consultants must be duly received by the **BAC Secretariat on or before 24 August 2022 (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.

Interested consultant must be –

- a) in the business for at least five (5) years, and
- b) must have completed 3rd Party audit in the form of certification and surveillance audit in at least three (3) government offices/agencies within the last five (5) years.

**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 23 August 2022, through e-mail address [bac@sss.gov.ph](mailto: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 **12 August 2022 up to the scheduled submission & opening of eligibility documents** from the address stated in the last item of the ITB.

Payment of **₱1,000.00** 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 shortlist of Consultant/s shall consist of top *three (3)* prospective bidders who shall be selected based on the following criteria and rating system:

<b>Criteria</b>	<b>Percentage</b>
a. Quality of Personnel	40%
b. Experience and Capability of Certification Body	40%
c. Current workload relative to capacity	20%
<b>TOTAL</b>	<b>100%</b>

**Minimum Passing Rate for shortlisting - 80%**

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 SSS shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS). The weights to be allocated for the Technical and Financial Proposals are indicated in Clause 25.1, 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 25.1 and 26.2, Section III, Bid Data Sheet, Part II of the Bidding Documents.
8. The contract shall be completed upon the accomplishment of the 3<sup>rd</sup> Party audit cycle which covers:
  - 1<sup>st</sup> Year Certification Audit (Stage 1 and Stage 2)
  - 2nd Year Surveillance Audit
  - 3rd Year Surveillance 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 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](http://www.sss.gov.ph) starting **12 August 2022**.

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


ref.: rei-consulting-sss-2022-006-Hiring of ISO Certification Body