



Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
PROCUREMENT PLANNING & MANAGEMENT DEPARTMENT
Tel. No. 8709-7198 loc 5504-5507/6391

July 6, 2024

Sir/Madam:

Please furnish us with your quotation on or before **JULY 11, 2024 @ 10:00 AM** for the items listed in the attached **Request for Quotation (RFQ)**.

Kindly accomplish the **RFQ Form** together with the **Bidder's Information** and indicate your confirmation on the **Terms and Conditions** by signing the **Certification**.

Refer to the Instruction to Suppliers for the procedure on the submission of quotation.

Thank you.

Very truly yours,

-ON LEAVE- BY: CHESNEY C. MALAPIT

BILLY V. DIBDIB
Acting Head, PPMD

PHILGEPS REF. NO.: 11024114
PUBLISHED DATE : 07/06/24
POSTED BY : AMY

REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number 24-07-093	RFQ Date July 06, 2024	ABC ₱ 877,000.00	APP NO. 2024-0079 (8th update for the month of May)
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MULTIPLE-YEAR CONTRACT FOR THE CONCEPT, DESIGN & PRINTING OF SSS 2023 AND 2024 ANNUAL REPORTS

Lot No.	QTY	PARTICULARS	Bid/Cost Breakdown	
			Unit Cost	Total Cost
1	1 Lot	Concept, Design, and Printing of SSS 2023 and 2024 Annual Report ABC = ₱ 877,000.00 / Lot	₱ _____ / Lot	₱ _____

Total Offered Quotation (Inclusive of VAT) in words:

**Please completely fill-out and submit the following form/s:
Annex A – Terms of Reference (TOR)**

Price Validity	Three (3) Months						
Delivery Terms and Place	<ul style="list-style-type: none"> Please see attached TOR for the detailed delivery terms and timelines Delivery Place: OSD Warehouse, Annex Building, SSS Main Office, East Avenue, Diliman, Quezon City 						
Payment Terms	<ul style="list-style-type: none"> Government Terms SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations. Annual Payment Payment shall be made on a per activity delivery through progressive billing as follows: <table border="1" data-bbox="467 1572 1409 1714"> <tr> <td>Year 1</td> <td>50% of the contract amount</td> <td>Upon completion and delivery of 2023 Annual Report final output</td> </tr> <tr> <td>Year 2</td> <td>Remaining 50% of the contract amount</td> <td>Upon completion and delivery of 2024 Annual Report final output</td> </tr> </table> Payment shall not be processed until the Consultant has complied with the cited conditions on this Request for Quotation (RFQ) Form; Payment is upon delivery of items/services, and submission of billing documents; and shall be directly credited to the Supplier's bank account. 	Year 1	50% of the contract amount	Upon completion and delivery of 2023 Annual Report final output	Year 2	Remaining 50% of the contract amount	Upon completion and delivery of 2024 Annual Report final output
Year 1	50% of the contract amount	Upon completion and delivery of 2023 Annual Report final output					
Year 2	Remaining 50% of the contract amount	Upon completion and delivery of 2024 Annual Report final output					

BIDDER'S INFORMATION

Business Name	Address		
Name of Company Representative	Email Address	Telephone/Mobile Number	
PhilGEPS Registration No.	SS Number	BIR TIN	

TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning Supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
 - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
 - 30% Surety Bond callable upon demand.
2. If two (2) or more Suppliers submitted the same price quotation and have been post-qualified as the suppliers with Lowest Calculated and Responsive Quotations, the procuring unit shall use "draw lots" or similar method of chance to break the tie.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be a ground for disqualification.
4. Incompletely filled out Bid Breakdown shall be considered non-responsive and automatically disqualified but specifying a zero (0), dash (-), or the word "free" for the said item would mean that it is being offered for FREE to the SSS.
5. In case of discrepancy between the submitted quotation and the quotation after arithmetical correction, the supplier shall be informed of such discrepancy for confirmation of the new amount. **If the bidder fails to confirm the arithmetical corrections within three (3) calendar days from receipt of notification, the quotation as calculated shall be deemed confirmed.**
6. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered provided that the terms and conditions stated therein is in conformity with the requirements of the RFQ. **In case of discrepancies, the submitted quotation shall be considered ineligible or not compliant.**
7. Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
8. Award shall be on a per "**LOT BASIS**" and the date of conduct/start of the project is subject to change.

INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **Procurement Planning and Management Department** at **8709-7198 local 5505 - 5507** or via e-mail ppmd@sss.gov.ph / bacsealedquotations@sss.gov.ph
2. Supplier should indicate "COMPLY" or "NOT COMPLY" in the STATEMENT OF COMPLIANCE COLUMN, if applicable. Failure to indicate compliance and non-compliance will mean automatic disqualification.
3. Sealed Quotations may be submitted through the following:
 - a. DROP BOX located at Procurement Planning & Management Dept. (PPMD), 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to Ms. BILLY V. DIBDIB – Acting Head of the PPMD.
Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address, and contact details.
 - b. ELECTRONIC MAIL at bacsealedquotations@sss.gov.ph with the following requirements:
 - i. Quotations and attachments should be in portable document format (pdf), compressed/zipped and protected by a password. (See attached Guide in Creating password protected zip file folder.)
 - ii. File name of the zip file folder shall be by **RFQ number and Project Title**.
 - iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.
 - iv. Passwords shall be made available only through email (bacsealedquotations@sss.gov.ph) or **SMS (09297421106)** during opening of bids which is scheduled on:

DATE: JULY 11, 2024

TIME: 1:30 PM – 2:00 PM

GENERAL CONDITIONS OF THE CONTRACT

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.

3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

MISCELLANEOUS PROVISIONS

1. **Confidentiality.** Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

4. **Non-Assignment.** Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver.** Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any

subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.

12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.
14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the afore-mentioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions.** Any suit or proceeding arising out of or relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

CERTIFICATION

This is to certify that my company conforms with the above Terms and Conditions, and that the data/quotation indicated is true, correct, and valid.

Owner/Company Representative
(Signature over Printed Name)

Date

Note: The Supplier must sign over printed name on the CERTIFICATION above. Non-compliance with this instruction is a ground for disqualification of submitted quotation.

ANNEX A. TERMS OF REFERENCE

Suppliers/Bidders should indicate "**COMPLY**" or "**NOT COMPLY**" to each specification below. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

MULTIPLE-YEAR CONTRACT FOR THE CONCEPT, DESIGN & PRINTING OF SSS 2023 AND 2024 ANNUAL REPORTS

LOT NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
1	<p>A. BACKGROUND</p> <p><i>The Social Security System (SSS) Annual Report is published to keep its members and stakeholders abreast of the institution's financial condition, operations, performance, and plans. Its issuance is premised on the right of each SSS member to be informed on matters about his/her membership, benefits, and privileges consistent with the principles of public service, transparency, and accountability.</i></p> <p>B. OBJECTIVES</p> <ol style="list-style-type: none"> 1. <i>To inform the public about the institution's achievements in the year covered, both financial- and operational-wise, and how it intends to improve its performance in both aspects going forward;</i> 2. <i>To comply with Section 4.1.b of the Social Security Act of 2018, otherwise known as Republic Act No. 11199, which states that the institution must submit annually a public report to the President and Congress of the Philippines covering its activities during the preceding year including information and recommendations on broad policies for the development and perfection of the program of the SSS; and</i> 3. <i>To adhere to the disclosure and transparency requirements of the Governance Commission for GOCCs (GCG) for the institution to publicly disclose all material information or anything that could potentially affect its financial viability, such as contribution collections, benefit payouts, investment earnings, acquisition or disposal of assets, board changes, and other related transactions in a timely and accurate manner.</i> 	
	<p>C. SCOPE OF SERVICES</p> <ol style="list-style-type: none"> 1. Develop creative concept for two (2) Annual Reports for the years 2023 and 2024, based on the SSS' 66th and 67th Anniversary themes, respectively. 2. Develop graphic design and layout composition for the cover and body of the 2023 and 2024 Annual Reports based on the agreed creative concepts. 3. Provide editorial assistance such as copywriting, copyediting, and proofreading. 4. Carry out the necessary text corrections and layout revisions on the draft digital copies of the 2023 and 2024 Annual Reports. 5. Provide digitally enhanced hi-resolution PDF versions of the 2023 and 2024 Annual Reports for electronic distribution/web downloads. 6. Facilitate/Supervise the printing of 50 pcs. Annual Report (per year), enveloped and packaged into 10 copies/pack (with complimentary cards) 7. Supply 100pcs. USB Flash Drives (per year) with saved final digital copy of the Annual Report, custom-printed and packaged as corporate/promotional giveaways. 	

LOT NO.	SPECIFICATION	STATEMENT OF COMPLIANCE																											
	<p>D. EXPECTED OUTPUTS AND/OR RESULTS</p> <ol style="list-style-type: none"> 1. Creative Services for the concept, design, and layout for 100 pages, A4-size printed and digital 2023 and 2024 Annual Reports (inclusive of cover) <ul style="list-style-type: none"> ▪ Preparation of three (3) comprehensive studies ▪ Page setting and layout ▪ Preparation of rationale and thematic graphic design ▪ Improvement of graphical representations ▪ Preparation of three (3) mock-ups (including final artwork) ▪ Computer manipulation, image composition, and enhancement 2. Supply of 100 pcs. USB flash drives per year with saved final digital copy of the 2023/2024 Annual Report (custom-printed and packaged as corporate/promotional giveaways) <ul style="list-style-type: none"> ▪ Digitally enhanced hi-resolution (at least 100MB) PDF version of the 2023/2024 Annual Report to be saved in 100 pcs. promotional and custom USB flash drives (at least 64GB) with personalized corporate packaging (with SSS logo). 3. Printing of 50 pcs. Annual Report per year (enveloped and packaged into 10 copies/pack) <ul style="list-style-type: none"> ▪ Printer Requirements: Fully-integrated commercially oriented printing plant equipped and capable of producing a high-quality publication (e.g., annual report, coffee table book, and other similar publications) ▪ Specifications of the Printed Annual Report: <table border="1" data-bbox="261 1513 1214 2459"> <tbody> <tr> <td data-bbox="261 1513 469 1682">Size</td> <td data-bbox="472 1513 808 1682">AR – Flat/Spread AR – Folded A4 size Envelope Complimentary Card</td> <td data-bbox="810 1513 1214 1682">16.54" x 11.69" 8.27" x 11.69" 9.00" x 12.00" 5.00" x 5.00"</td> </tr> <tr> <td data-bbox="261 1688 469 1849">Colors</td> <td data-bbox="472 1688 808 1849">Cover Inside Envelope Complimentary Card</td> <td data-bbox="810 1688 1214 1849">Full color Full color One color (one side only) One color (one side only)</td> </tr> <tr> <td data-bbox="261 1854 469 2016">Paper Stock</td> <td data-bbox="472 1854 808 2016">Cover Inside Envelope Complimentary Card</td> <td data-bbox="810 1854 1214 2016">C2S at least 180 lbs. C2S 100 lbs. Book paper 70 lbs. C2S 100 lbs.</td> </tr> <tr> <td data-bbox="261 2021 469 2075">No. of Pages</td> <td colspan="2" data-bbox="472 2021 1214 2075">100 pages (inclusive of front and back covers)</td> </tr> <tr> <td data-bbox="261 2080 469 2134">Quantity</td> <td colspan="2" data-bbox="472 2080 1214 2134">50 pcs.</td> </tr> <tr> <td data-bbox="261 2139 469 2193">Process</td> <td colspan="2" data-bbox="472 2139 1214 2193">Offset</td> </tr> <tr> <td data-bbox="261 2198 469 2252">Printing</td> <td colspan="2" data-bbox="472 2198 1214 2252">Both sides printing</td> </tr> <tr> <td data-bbox="261 2257 469 2311">Binding</td> <td colspan="2" data-bbox="472 2257 1214 2311">Perfect binding</td> </tr> <tr> <td data-bbox="261 2317 469 2459">Others</td> <td colspan="2" data-bbox="472 2317 1214 2459"> <ul style="list-style-type: none"> • With one side UV/matte lamination and metallic stamping logo on the cover • With die-cutting and gluing for the envelope • With spot lamination on cover photos/artwork </td> </tr> </tbody> </table> 	Size	AR – Flat/Spread AR – Folded A4 size Envelope Complimentary Card	16.54" x 11.69" 8.27" x 11.69" 9.00" x 12.00" 5.00" x 5.00"	Colors	Cover Inside Envelope Complimentary Card	Full color Full color One color (one side only) One color (one side only)	Paper Stock	Cover Inside Envelope Complimentary Card	C2S at least 180 lbs. C2S 100 lbs. Book paper 70 lbs. C2S 100 lbs.	No. of Pages	100 pages (inclusive of front and back covers)		Quantity	50 pcs.		Process	Offset		Printing	Both sides printing		Binding	Perfect binding		Others	<ul style="list-style-type: none"> • With one side UV/matte lamination and metallic stamping logo on the cover • With die-cutting and gluing for the envelope • With spot lamination on cover photos/artwork 		
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LOT NO.	SPECIFICATION	STATEMENT OF COMPLIANCE														
	<p>E. MINIMUM QUALIFICATIONS OF CONSULTANT:</p> <ol style="list-style-type: none"> 1. The Consultant has conducted at least 3 similar projects with creative design and artworks (e.g., corporate annual report, coffee table book, etc.) within the last 5 years prior to bidding. 2. The Consultant or any of its client-agencies (both government and private sector agencies) has received a local or international award/recognition from a reputable institution (e.g., Philippine Association of National Advertisers, Public Relations Society of the Philippines, etc.) for quality design within the last 5 years prior to submission of sealed proposal. 3. Individual Personnel Requirements: <ol style="list-style-type: none"> 1. Account Manager <ul style="list-style-type: none"> - Bachelor's/College degree in any field - At least five (5) years working experience in publication or design consultancy - Has handled similar projects in the past five (5) years 2. Art/Creative Director <ul style="list-style-type: none"> - Degree in Art/Design/Creative Multimedia or equivalent field - At least five (5) years working experience in the related field - Expert level skills in Photoshop, Illustrator, and other relevant design tools 3. Copy Editor <ul style="list-style-type: none"> - Bachelor's degree in Communications/ Journalism/ English or equivalent field - At least five (5) years of professional experience in journalism or related communication field - Excellent English language writing and editing skills 															
	<p>F. DELIVERABLES AND TIMELINES</p> <p>For the 2023 Annual Report, total production period from receipt of Job Order (JO) is NINETY (90) CALENDAR DAYS, inclusive of:</p> <ol style="list-style-type: none"> 1. finalization of mock-ups, 2. approval/sign-off of final press proof, and 3. acceptance of the digitally enhanced hi-resolution PDF file and 50 printed copies of the 2023 Annual Report, and 100 USB flash drives (with saved final digital copy of the report). <p>For the 2024 Annual Report, the same total production period of NINETY (90) CALENDAR DAYS starts upon creation of the 2024 Annual Report Committee.</p> <table border="1" data-bbox="280 1857 1187 2502"> <thead> <tr> <th data-bbox="280 1857 902 1897">ACTIVITY</th> <th data-bbox="902 1857 1187 1897">IMPLEMENTATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 1897 902 1964">1. From receipt of PO/JO to submission of first mock-up by the supplier</td> <td data-bbox="902 1897 1187 1964">30 CDs</td> </tr> <tr> <td data-bbox="280 1964 902 2085">2. From the SSS Corporate Communications Department's (CCD) receipt of first mock-up to submission of first layout and text revisions to supplier</td> <td data-bbox="902 1964 1187 2085">13 CDs</td> </tr> <tr> <td data-bbox="280 2085 902 2179">3. From CCD's receipt of second (revised) mock-up to submission of second layout and text revisions to supplier</td> <td data-bbox="902 2085 1187 2179">13 CDs</td> </tr> <tr> <td data-bbox="280 2179 902 2274">4. From CCD's receipt of third (revised) mock-up to submission of the final layout and text revisions to supplier</td> <td data-bbox="902 2179 1187 2274">13 CDS</td> </tr> <tr> <td data-bbox="280 2274 902 2341">5. From CCD's receipt of the final artwork to submission of duly approved/signed-off final copy</td> <td data-bbox="902 2274 1187 2341">7 CDs</td> </tr> <tr> <td data-bbox="280 2341 902 2502">6. Delivery to SSS of the following: <ul style="list-style-type: none"> ▪ Digitally enhanced hi-resolution PDF file (within 7 CDs) ▪ 100 pcs. USB flash drives (within 14 CDs) ▪ 50 pcs. printed copies (within 14 CDs) </td> <td data-bbox="902 2341 1187 2502">14 CDs</td> </tr> </tbody> </table>	ACTIVITY	IMPLEMENTATION	1. From receipt of PO/JO to submission of first mock-up by the supplier	30 CDs	2. From the SSS Corporate Communications Department's (CCD) receipt of first mock-up to submission of first layout and text revisions to supplier	13 CDs	3. From CCD's receipt of second (revised) mock-up to submission of second layout and text revisions to supplier	13 CDs	4. From CCD's receipt of third (revised) mock-up to submission of the final layout and text revisions to supplier	13 CDS	5. From CCD's receipt of the final artwork to submission of duly approved/signed-off final copy	7 CDs	6. Delivery to SSS of the following: <ul style="list-style-type: none"> ▪ Digitally enhanced hi-resolution PDF file (within 7 CDs) ▪ 100 pcs. USB flash drives (within 14 CDs) ▪ 50 pcs. printed copies (within 14 CDs) 	14 CDs	
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	<p>G. DOCUMENTARY REQUIREMENTS</p> <p>The consultant-bidder must submit the following along with the sealed proposal:</p> <ol style="list-style-type: none"> 1. Corporate Profile – with proof of local or international award/recognition received by consultant-bidder or any of its clients (both government and private sector agencies) for quality design in the last 5 years prior to submission of sealed proposal, if any. 2. Valid Mayor's/Business Permit 3. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership) 4. Latest Annual Income/Business Tax Return 5. Notarized Omnibus Sworn Statement with attached Notarized Special Power of Attorney for Sole Proprietorship or Secretary's Certificate for Partnership/Corporation, authorizing the representative, if any, to sign on behalf of the owner/company. (Form Supplied) 6. Consultant's References – Similar services/projects carried out in the last 5 years prior to submission of sealed proposal that best illustrate qualifications (attach proof of project completion and/or notice of award, whichever is applicable, as well as contact information/person in the client's company for verification purposes). 7. Notarized Curriculum Vitae (CV) of the Project Team and all technical personnel/professionals that are employed by the Consultant, either as a regular employee or on a per-project basis. The following details must be stated in the CV: <ul style="list-style-type: none"> • Educational Background • Work Experience • Similar Projects Handled in the last 5 years prior to submission of sealed proposal 				

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CRITERIA AND RATING SYSTEM:</p> <p>The criteria and rating system for Proposal (Technical) Evaluation (Quality-Based Evaluation Procedure) are as follows:</p> <table border="1" data-bbox="277 1142 1450 2352"> <thead> <tr> <th data-bbox="277 1142 1015 1252">CRITERIA</th> <th data-bbox="1015 1142 1240 1252">POINTS PER CATEGORY</th> <th data-bbox="1240 1142 1450 1252">MAXIMUM POINTS</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 1252 1015 1338">QUALIFICATION OF KEY PERSON/S – WITH AT LEAST 5 YEARS OF EXPERIENCE DOING SIMILAR PROJECTS</td> <td data-bbox="1015 1252 1240 1338"></td> <td data-bbox="1240 1252 1450 1338" rowspan="4" style="text-align: center; vertical-align: middle;">50%</td> </tr> <tr> <td data-bbox="277 1338 1015 1378">More than 8 years</td> <td data-bbox="1015 1338 1240 1378">50%</td> </tr> <tr> <td data-bbox="277 1378 1015 1419">6 to 8 years</td> <td data-bbox="1015 1378 1240 1419">45%</td> </tr> <tr> <td data-bbox="277 1419 1015 1459">At least 5 years</td> <td data-bbox="1015 1419 1240 1459">40%</td> </tr> <tr> <td data-bbox="277 1459 1015 1499">EXPERIENCE AND CAPABILITY OF THE CONSULTANT</td> <td data-bbox="1015 1459 1240 1499"></td> <td data-bbox="1240 1459 1450 1499" rowspan="7" style="text-align: center; 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