



SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of GOODS

**TWO (2)-YEAR CONTRACT FOR
CARGO FORWARDING SERVICES
(FROM SSS MAIN OFFICE TO
BRANCHES AND VICE VERSA)**

ITB-SSS-GOODS-2022-025

MARCH 2022

Government of the Republic of the Philippines

A handwritten signature in blue ink, appearing to read "Wendelino V. Comboy Jr.".

WENDELINO V. COMBOY JR.
TWG Chairperson

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

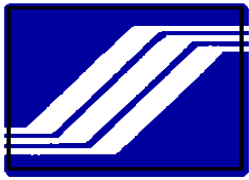
SLCC – Single Largest Completed Contract.

SSS – Social Security System

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



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>

Invitation to Bid
ITB-SSS-Goods-2022-025

**TWO (2)-YEAR CONTRACT FOR CARGO FORWARDING SERVICES
 (FROM SSS MAIN OFFICE TO BRANCHES AND VICE VERSA)**

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
<p>₱45,673,212.11</p> <p>Broken down as follows: Year 1 - ₱21,749,148.62 Year 2 - ₱23,924,063.49</p> <p>2022 Corporate Operating Budget – MOOE with Code PAP 2022-031 of the Annual Procurement Plan (APP)</p>	<p>Two (2) years starting on 24 July 2022 up to 23 July 2024</p>	<p>₱25,000.00</p>	<p>April 19, 2022 (Tuesday) 2:30 p.m.</p>	<p>May 05, 2022 (Thursday) 2:00 p.m.</p>

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. 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 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **05 April 2022 up to the scheduled submission & receipt of bids** 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 specified above.

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.

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.

The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 18 April 2022, 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.**

7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.

Bid opening shall be on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. 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 of the immediately succeeding business day in Quezon City.
9. 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.
10. 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 guarantee 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.
11. For further information, please refer to:

Bids & Awards Committee

The Secretariat

2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.
Tel # (632) 8922-1070; 8709-7198 local 5492/6382
Email – bac@sss.gov.ph

12. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting **05 April 2022**.


THE CHAIRPERSON
BIDS & AWARDS COMMITTEE


ref.: itb-sss-goods-2022-025-Cargo Forwarding Services

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Two (2)-Year Contract for Cargo Forwarding Services (From SSS Main Office to SSS Branches and vice versa) with identification number *ITB-SSS-Goods-2022-025*.

The Procurement Project (referred to herein as “Project”) is composed of *a single lot*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY2022* in the amount of Forty-Five Million Six Hundred Seventy-Three Thousand Two Hundred Twelve Pesos and 11/100 (₱45,673,212.11).

2.2. The source of funding is: Approved 2022 Corporate Operating Budget – MOOE with Code PAP 2022-031 of the Annual Procurement Plan (APP).

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City** and/or through online conference using **Microsoft Teams** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

- 14.2. The Bid and bid security shall be valid for *One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening.* Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BD**

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Cargo Forwarding Services with at least Two (2)-Year Contract.</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>							
7.1	Not Applicable							
12	The price of the Goods shall be quoted DDP to be delivered from SSS Main Office to SSS Branches and vice versa.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Form of Bid Security</th> <th style="text-align: center;">Amount of Bid Security (Not less than the Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td>Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td rowspan="2" style="text-align: center;">Two percent (2%) or ₱913,464.24</td> </tr> <tr> <td>Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> </tr> <tr> <td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center;">Five percent (5%) or ₱2,283,660.61</td> </tr> </tbody> </table> <p>* Bank issued securities must be issued by a universal/commercial bank.</p> <p>* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p>* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱913,464.24	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱2,283,660.61
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Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱2,283,660.61							
19.3	<p>The ABC is ₱45,673,212.11, broken down as follows:</p> <p>Year 1 - ₱21,749,148.62</p> <p>Year 2 - ₱23,924,063.49</p> <p>Any bid with a financial component exceeding the amount per year shall not be accepted.</p>							
20.1	Not Applicable.							



20.2	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"> 1. Registration certificate from Securities and Exchange Commission (SEC) including Articles of Incorporation and General Information Sheet (GIS) for corporation or Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document 2. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas 3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR) 4. Latest Audited Financial Statements 5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS) 6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for April 2021 to September 2021 filed electronically (EFPS)
21.1	Not Applicable.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1.0	<p>Scope of Services:</p> <p>The Service Provider shall perform the following:</p> <ol style="list-style-type: none"> 1. Packaging, crating and handling of SSS cargoes, furniture, equipment and other materials for shipment to and from SSS Main Office and Branches and various destinations nationwide. 2. Forward the cargoes immediately to airport or direct to consignees' location as the case maybe, after appropriate packing and documentation at SSS. 3. Secure acceptance or receipt of cargoes by duly authorized representative of consignee within twenty-four (24) hours from the time of delivery. 4. Actual delivery of cargoes shall be done during office hours and/or anytime as may be required by SSS. 5. Submit to SSS proofs of delivery and weekly status report. 6. In case of damage or loss, replace within fifteen (15) calendar days the cargoes of the same kind and make and/or pay the damages that may be suffered by the SOCIAL SECURITY SYSTEM within ten (10) calendar days. 7. Should SSS open new Offices/Branches, or enter into new contract with new commercial/rural banks or collecting partners, the rate of cargo forwarding requirements for that Office/Branch, commercial/rural banks or collecting partners shall be based on the applicable rate on the adjacent SSS Branch/Office. 8. Provide its own closed-van service vehicle(s) and personnel exclusively to be detailed to SSS in carrying out the safe and secure handling of cargoes: packaging, crating, pick-up and delivery from various origins to various destinations, nationwide. 9. Provide packaging materials including security tape and cartons with SSS logo (specified by SSS). 10. Assign at least two (2) authorized personnel at OSD Warehouse – SSS Annex Building, East Avenue, Diliman Quezon City for the duration of the contract to do the receiving and packaging of cargoes from SSS Main Office to Branches. 11. Ensure that the assigned personnel must report at the OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman Quezon City from 8:00 AM to 5:00 PM, Monday to Friday, must have an ID and must be in their proper company uniform. 12. Provide additional manpower as the need arises or upon the request of SSS at no additional cost to the SSS. 13. Provide an on-line Computerized Billing System that can be accessed through internet to be detailed at OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman Quezon City.



14. Provide a laptop where Computerized Tracking and Billing Systems is installed to be detailed at OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman Quezon City.
15. The Supplier shall comply with the following Service Level Requirements (SLR):
 - 15.1 SSS Main Office to Branches,
 - a. Airfreight / Overland - Maximum delivery period of three (3) working days from pick-up of cargoes.
 - b. Inter-island - Additional two (2) working days.
 - 15.2 In case of erroneous delivery, the service provider shall ensure that it still complies with the SLR mentioned above
 - 15.3 Pick up time shall not earlier than 4:15 PM daily and no cargoes must be left at the OSD Warehouse – SSS Annex Building, East Avenue, Diliman Quezon City.
 - 15.4 For SSS Branch to SSS Main Office transactions – pick up time shall be upon the request of the concerned Branch via phone call or email:
 - a. Requests for pick up received on or before 12:00NN shall be acted upon not later than 03:00PM within the day of request;
 - b. Requests for pick up received after 12:00NN shall be acted upon not later than 10:00AM of the next working day after request;
 - c. Requests under emergency cases shall be acted upon within the day. However, the requests shall be coursed thru the Office of the Head, Office Services Department – SSS Main Office, East Ave., Diliman Quezon City.
16. To observe extraordinary diligence in the transport of Goods and shall be responsible for the loss, damage, destruction, and deterioration of the goods until the same has been delivered and accepted by the SSS.
17. The extraordinary responsibility of the Service Provider shall commence from the time the goods are entrusted in possession of the Service Provider and ends when received by the SSS or the person duly authorized to receive the goods.
18. To observe extraordinary diligence over the goods, remains in full force and effect even when temporarily unloaded or stored in transit, unless the shipper or owner has made use of the right of stoppage in transit.
19. The extraordinary liability of the Service Provider continues to be operative even during the time goods are stored in a warehouse of the Service Provider at the place of destination, until the SSS has been advised of the arrival of the goods and has reasonable opportunity thereafter to remove them or otherwise disposed them.
20. Shall exercise due diligence in the performance of its duties and in following and observing local ordinances, public order, public policy and good customs and other related laws.

Other requirements –

The SSS shall conduct every semester an assessment or evaluation of the performance of the service provider. The SSS, based on its assessment may terminate the contract for failure of the service provider/contractor to perform its obligations. Criteria for evaluation are stated in the performance evaluation sheet (Annex B).

Delivery and Documents –

For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:

The delivery terms applicable to this Contract are delivered to *Social Security System offices (see attached Annex A for office sites)*. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.

For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Mr. Wendelino V. Comboy Jr., Head, Office Services Department (OSD) or his authorized representative.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
2.2	<p>The payment to the supplier shall be monthly based on the actual delivery weight per month which shall be credited to the LANDBANK or DBP account of the service provider.</p> <p>The Service Provider’s request for payment shall be made to SSS in writing, accompanied by an invoice describing, as appropriate, the services performed, Waybill, and Shipment Order.</p> <p>The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.</p> <p>Payment using Letter of Credit is not allowed.</p>
4	Not applicable.
5.1	In case of damage or loss, replace within fifteen (15) calendar days upon receipt of the notice, the cargoes of the same kind and make, and/or pay the damages that may have incurred by the SOCIAL SECURITY SYSTEM within ten (10) calendar days.
6	<p>Liability of the Supplier</p> <p>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 Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same</p>

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 the Agreement.

2. **MERGER AND CONSOLIDATION.** In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform 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 the Agreement.
3. **FORCE MAJEURE.** SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that 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 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 SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.

4. **NON-ASSIGNMENT.** SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.
5. **WAIVER.** Failure by either party to insist upon the other 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 the 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 the Contract 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 upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER.

The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to 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 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 SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER's employees are 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 the contract.

8. **PARTNERSHIP.** Nothing in the contract 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.** SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, 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 SUPPLIER's receivables under this Agreement.

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

10. **COMPLIANCE WITH LABOR LAWS.** 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 SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.

11. **COMPLIANCE WITH TAX LAWS.** SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, 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. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.

As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government.

SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.

12. **LIQUIDATED DAMAGES.** If 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, 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%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.

13. **HOLD FREE and HARMLESS.** SUPPLIER agrees to defend, indemnify, and hold 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, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.

SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to SUPPLIER's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER's obligations under this Agreement.

14. **SETTLEMENT OF DISPUTES.** If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the "Arbitration Law" and RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," in order to settle their disputes.

No arbitration in respect of this matter may be commenced unless such notice is given.

Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.

15. **VENUE OF ACTIONS.** In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.
16. **GOVERNING LAW.** The 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 the contract 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 of provision.
19. **BINDING EFFECT.** The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Delivered, Weeks/Months
1	To handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from the SSS Main Office to Branch Offices and vice versa, commercial and rural banks locally.	1 lot	Two (2) years/ starting on 24 July 2022 up to 23 July 2024
2	Provide one (1) unit of laptop with Computerized Tracking and Billing Systems. Note: To be provided by the Winning Bidder free of charge for the duration of the contract.	1 unit	Upon implementation of the contract.

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></p>		
<p>SSS Main Office to SSS Branch and vice versa</p>		
<p>1. SSS Main Office to SSS Branches and vice versa</p>	<p>To handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from the SSS Main Office to Branch Offices and vice versa, commercial and rural banks locally in accordance with Section VI – Schedule of Requirements.</p>	
<p>2. One (1) unit laptop</p>	<p>With Computerized Tracking and Billing Systems.</p> <ul style="list-style-type: none"> • New or slightly used (<i>not more than two years</i>) • At least Windows 10 Pro 64-bit with Wi-Fi <p>With installed computerized tracking and billing systems, to monitor the whereabouts of the cargo/pouch, and capable of generating monthly billing report based on cargoes dispatched and accepted by the consignee.</p> <p>Note: To be provided by the Winning Bidder free of charge for the duration of the contract.</p>	

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); if non- Platinum members, submit the following:
- (b) PhilGEPS Registration, and
- (c) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (d) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within five (5) years period prior to the submission and opening of Bids; **and**
- (h) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **Or** Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder and copy Authority to Notarize issued to the Notary Public by the Regional Trial Court.

Other documentary requirements under RA No. 9184 (as applicable)

For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos:

- (k) Copy of Treaty, International or Executive Agreement; **or**
- (l) Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Class "B" Documents

- (n) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Financial Documents

- (o) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (p) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

II. FINANCIAL COMPONENT ENVELOPE

- (q) Original of duly signed and accomplished Financial Bid Form; **and**
- (r) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

IMPORTANT REMINDERS

- A) Each and every page of the **Bid Forms, Price Schedule(s)/Bid Breakdown**, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
- Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component
Envelop (2): COPY1 – Eligibility Requirements and Technical Component
Envelop (3): COPY2 – Eligibility Requirements and Technical Component
- b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
- Envelop (4): ORIGINAL – Financial Component
Envelop (5): COPY1 – Financial Component
Envelop (6): COPY2 – Financial Component
- c) Bidders shall enclose, seal and mark the following:

Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked "ORIGINAL-BID"

Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked "COPY1-BID"

Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked "COPY2-BID"

- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
 - addressed to the Procuring Entity's BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids

<p>THE CHAIRPERSON BIDS AND AWARDS COMMITTEE 2ND FLOOR, SSS MAIN BUILDING EAST AVENUE, DILIMAN, QUEZON CITY</p> <p>NAME OF BIDDER : _____ ADDRESS : _____</p> <p>NAME OF PROJECT: _____ ITB REFERENCE NUMBER: _____</p> <p style="text-align: center;">DO NOT OPEN BEFORE (the date and time for the opening of bids)</p>
--

- E) Bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.
- F) Bidders shall submit a copy of the Authority to Notarize issued by the Regional Trial Court to the Notarial Public.

FORMS

Bid Form for the Procurement of Goods

BID FORM

**TWO (2)-YEAR CONTRACT FOR CARGO FORWARDING SERVICES
(FROM SSS MAIN OFFICE TO BRANCHES AND VICE VERSA)**

Date: _____
Project Identification No.: _____

To: **SOCIAL SECURITY SYSTEM**
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] - TWO (2)-YEAR CONTRACT FOR CARGO FORWARDING SERVICES (FROM SSS MAIN OFFICE TO BRANCHES AND VICE VERSA) in conformity with the said PBDs for the sum of [**total Bid amount in words and figures**] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
_____	_____
_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.



We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices/Bid Breakdown, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____



FORM-02

Price Schedule(s)/Bid Breakdown

Name of Bidder _____ Invitation to Bid Number _____

TWO (2)-YEAR CONTRACT FOR CARGO FORWARDING SERVICES (FROM SSS MAIN OFFICE TO BRANCHES AND VICE VERSA)

Cost Component	Unit Cost	Total Cost
Two (2)-Year Contract for Cargo Forwarding Services (From SSS Main Office to Branches and vice versa)	Please see attached Form-02.1	₱

Note:

1. Any bid exceeding the ABC of **₱45,673,212.11** shall not be accepted.
2. Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.
 - If the item is given for free, indicate dash (-), zero (0) or free
 - If the item is not applicable, indicate N/A
3. Please use the softcopy of the Bid Breakdown provided to the bidders.
4. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
5. Bid proposal must be inclusive of all applicable taxes.
6. Warranty requirement is at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



BID BREAKDOWN

**TWO (2)-YEAR CONTRACT FOR CARGO FORWARDING SERVICES
(MAIN OFFICE TO SSS BRANCHES AND VICE VERSA)**

COST PROPOSAL FORMAT

LIST OF SSS OFFICES

Note:

1. Freight Charge is inclusive of handling fee, valuation charge, insurance, bill of lading, VAT and all other applicable fees and charges.
2. Quantity in kilogram shall be used only for computation of cost proposal; Payment shall be based on actual utilization.

A. OVERLAND

DESTINATION/ORIGIN	ESTIMATED FREQUENCY	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR 2 YEARS		FREIGHT CHARGE PER KG		TOTAL FREIGHT COST		TOTAL COST FOR TWO (2) YEARS (H) = (F+G)
		Document	Non-Document	Document	Non-Document	Document	Non-Document	
		(A)	(B)	(C)	(D)	(E)	(F) = B x D	
LUZON NORTH 1 (BAGUIO)								
Office of Division Head / Baguio	587	383	11,263					
Agoo	505	277	8,139					
Bangued	102	101	1,247					
Bontoc	104	150	1,442					
Candon	469	270	7,549					
La Trinidad	46	98	495					
La Union	622	337	9,864					
Laoag	520	284	8,308					
Vigan	514	280	8,218					
Robinsons Place Ilocos Service Office	371	111	3,250					
Manna Mall Service Office	36	13	197					
LUZON NORTH 2 (CAUAYAN)								
Office of Division Head / Cauayan, Isabela	574	482	11,255					
Iligan	500	275	8,358					
Santiago, Isabela	870	306	8,971					
Solano	500	279	8,184					
Tuguegarao	566	298	8,710					
Aparri, Cagayan Service Office	10	4	3					
Batanes Service Office	10	3	3					
Sanchez, Mira Service Office	10	3	3					
Tabuk Kalinga, Service Office	10	3	3					
LUZON CENTRAL 1 (TARLAC)								
Office of Division Head / Tarlac	825	601	12,067					
Alaminos	691	367	8,999					
Balanga	520	295	8,652					
Baler (Aurora)	49	101	782					
Cabanatuan	510	340	8,433					
Camiling	498	284	8,328					

Dagupan	543	304	8,917					
Iba	489	279	8,186					
Mariveles (BEPZ)	498	275	8,044					
San Carlos, Pangasinan	468	269	7,871					
San Jose NE	560	318	8,307					
Urdaneta	514	291	8,522					
BHF Dagupan Service Office	427	134	3,911					
Lingayen Service Office	445	124	3,679					
Paniqui	9	3	19					
Metrotown Mall Service Office	53	10	292					
Tayug Representative Office	436	42	1,223					
LUZON CENTRAL 2 (PAMPANGA)								
Office of Division Head / Pampanga	183	120	3,514					
Angeles	107	54	1,592					
Baliuag	80	42	1,241					
Bocau	66	34	1,003					
Malolos	73	36	1,033					
Meycauayan	91	40	1,173					
Dau	130	60	1,010					
Olongapo	98	40	1,249					
San Jose Del Monte	300	195	7,461					
Sta Maria	105	43	1,373					
Robinsons Place Malolos Service Office	14	3	31					
Clark Service Office	6	3	3					
Robinsons Place Angeles Service Office	20	3	42					
SM Pampanga Service Office	84	14	414					
Guagua Service Office	47	3	103					
LUZON SOUTH 1 (SAN PABLO)								
Office of Division Head / San Pablo	161	97	2,840					
Bacoor	177	89	2,603					
Biñan	173	88	2,571					
Calamba	184	101	2,703					
Carmona Service office	208	110	2,235					
Dasmariñas	289	103	3,016					
Gumaca	6	4	105					
Infanta	116	45	1,320					
Lucena	232	115	3,354					
Rosario (EPZA)	194	100	2,962					
Sta Cruz	288	147	4,303					
Santa Rosa	231	128	3,531					
San Pedro	75	8	451					
Tagaytay	185	88	2,591					
Robinsons Place Imus Service Office	45	3	100					
Robinsons Place Dasmariñas Service Office	68	5	149					
Centro Mall, Los Baños Service Office	36	8	232					
Siniloan Service Office	36	3	77					

LUZON SOUTH 2 (BATANGAS)								
Office of Division Head / Batangas	265	166	4,865					
Boac	178	65	1,909					
Calapan	194	140	2,916					
Lemery	145	74	2,165					
Lipa	179	91	2,677					
Odiangan	168	60	1,740					
San Jose, Occ. Mindoro	150	70	2,207					
Balayan Service Office	11	3	23					
Bongabong Service Office	84	13	383					
Robinsons Place Lipa Service Office	49	4	107					
Sablayan Service Office	33	7	203					
Mamburao Service Office	4	3	9					
LUZON BICOL (NAGA)								
Office of Division Head / Naga	660	355	12,880					
Daet	495	281	8,221					
Goa Service Office	84	42	1,219					
Iriga	455	261	7,643					
Legazpi	171	84	2,476					
Ligao Service office	47	21	617					
Masbate	46	19	545					
Sorsogon	61	22	647					
Tabaco	486	276	8,194					
Virac	129	65	1,977					
Jose Panganiban Service Office	16	3	34					
Labo Service Office	60	4	127					
Robinsons Place Naga Service Office	404	30	885					
TOTAL	23,143	12,085	332,748					

B. AIRFREIGHT

DESTINATION/ORIGIN	ESTIMATED FREQUENCY (A)	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR TWO (2) YEARS		FREIGHT CHARGE PER KG		TOTAL FREIGHT COST		TOTAL COST FOR TWO (2) YEARS (H) = (F+G)
		Document	Non-Document	Document	Non-Document	Document	Non-Document	
		(B)	(C)	(D)	(E)	(F) = B x D	(G) = C x E	
LUZON SOUTH 2 (BATANGAS)								
Puerto Princesa, Palawan	161	160	2,080					
Brookes's Point Service Office	6	3	3					
Robinsons Place Palawan Service Office	6	3	11					
Taytay, Palawan Service Office	6	3	3					
VISAYAS CENTRAL 1 DIVISION								
Office of Group/ Division Head / Cebu	471	491	6,639					
Bogo	171	170	2,095					
Cebu NRA	168	165	2,096					
Lapu-Lapu	281	251	3,445					
Mandaue	247	215	2,949					
Tagbilaran	192	176	2,409					
Talisay	181	160	2,188					
Toledo	175	157	2,146					
Danao	146	44	614					
SM Cebu Service Office	298	111	1,517					
VISAYAS CENTRAL 2 DIVISION								
Office of Division Head / Ormoc	231	242	3,313					
Calbayog	158	160	1,946					
Catbalogan	167	170	2,106					
Borongan	81	98	561					
Maasin	160	144	1,974					
Tacloban	215	196	2,683					
Catarman Service Office	43	6	77					
Baybay Service Office	36	5	64					
VISAYAS WEST 1 DIVISION								
Office of Division Head / Bacolod	652	542	7,438					
Bacolod East	199	201	2,441					
Bago	163	170	1,993					
Bais	137	130	1,512					
Dumaguete	299	301	3,734					
Kabankalan	194	190	2,344					
Sagay	192	200	2,221					
San Carlos	508	519	7,112					
Victorias	163	116	1,576					
Bayawan Service Office	23	8	102					
Siquijor Service Office	73	23	361					
Guihulngan Service Office	6	3	3					
VISAYAS WEST 2 DIVISION								
Office of Division Head / Iloilo-Molo	226	240	3,293					
Antique	195	189	2,390					
Kalibo	192	195	2,422					
Iloilo-Central	265	280	3,428					
Roxas	310	291	2,906					
Boracay Service Office	88	28	385					
Robinsons Place Iloilo Service Office	182	46	629					
Passi Service Office	60	8	108					

MINDANAO NORTH (CDO)								
Office of the Division Head / Cagayan De Oro	496	401	5,249					
Butuan	468	370	4,513					
Camiguin Service Office	120	109	1,487					
Gingoog	116	250	1,423					
Iligan	198	280	2,483					
CDO-Lapasan	187	248	2,350					
Oroquieta	113	103	1,412					
Ozamis	255	216	3,076					
San Francisco, Agusan	104	87	1,194					
Surigao	168	151	2,064					
Tandag	133	118	1,617					
Valencia	162	135	1,852					
MINDANAO SOUTH 1 (DAVAO)								
Office of the Group/ Division Head / Davao	590	619	8,482					
Bislig	281	191	2,620					
Davao-Ilustre	251	216	2,963					
Digos	345	312	4,277					
Mati	209	183	2,503					
Panabo	271	237	3,243					
Tagum	327	280	3,842					
Toril	305	265	3,625					
NCCC Mall Tagum Service Office	173	41	556					
MINDANAO SOUTH 2 (GENSAN)								
Office of the Division Head / General Santos	314	313	4,291					
Cotabato	233	203	2,779					
Kidapawan	226	201	2,760					
Koronadal	264	230	3,156					
Tacurong	238	213	2,920					
Robinsons Place Gen San Service Office	86	27	381					
Sarangani Service Office	5	3	21					
MINDANAO WEST (ZAMBOANGA)								
Office of the Division Head / Zamboanga	295	318	4,355					
Basilan Service Office	130	116	1,587					
Dipolog	200	179	2,449					
Ipil	144	125	1,740					
Jolo Service Office	77	66	934					
Tawi-Tawi Service Office	10	5	63					
Pagadian	166	147	2,021					
TOTAL	15,380	13,768	177,603	0	0	0	0	0

SUMMARY OF THE BID BREAKDOWN:

PARTICULAR	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR TWO YEARS	TOTAL FREIGHT COST FOR TWO (2) YEARS
A. Overland	344,833	
Document	12,085	₱
Non-Document	332,748	₱
B. Airfreight	191,371	
Document	13,768	₱
Non-Document	177,603	₱
TOTAL	536,204	₱

Note:

1. Any bid exceeding the ABC of **₱45,673,212.11** shall not be accepted.
2. Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.
 - If the item is given for free, indicate dash (-), zero (0) or free
 - If the item is not applicable, indicate N/A
3. Please use the softcopy of the Bid Breakdown provided to the bidders.
4. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
5. Bid proposal must be inclusive of all applicable taxes.
6. Warranty requirement is at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



Formula in the Computation of NFCC

 NAME OF PROJECT

 NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

$$15 \left(\frac{\text{Current Assets}}{\text{Current Assets}} - \frac{\text{Current Liabilities}}{\text{Current Liabilities}} \right) - \frac{\text{Total Outstanding Works}}{\text{Total Outstanding Works}} = \text{NFCC}$$

P _____
 NFCC

Prepared and Submitted by:

 Signature over Printed Name

(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date: _____

Social Security System (SSS)
SSS Main Building, East Avenue
Diliman, Quezon City

CONTRACT PROJECT	:	_____
COMPANY/FIRM	:	_____
ADDRESS	:	_____
BANK/FINANCING	:	_____
INSTITUTION	:	_____
ADDRESS	:	_____
AMOUNT	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____
Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004
Rules on Notarial Practice _____ issued on _____ at _____, Philippines.

NOTARY PUBLIC

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____

(Note: The amount committed should be machine validated in the Certificate itself)



FORM-05

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT



FORM-06

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO
THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC
WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O./CONTRACTS)**

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS



Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES) CITY OF
_____) S.S.

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month]
[year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

TWO (2)-YEAR CONTRACT FOR CARGO FORWARDING SERVICES – SSS MAIN OFFICE TO BRANCHES AND VICE VERSA

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

<i>[Insert Name and Signature]</i>	<i>[Insert Name and Signature]</i>
<i>[Insert Signatory's Legal Capacity]</i>	<i>[Insert Signatory's Legal Capacity]</i>
<i>for:</i>	<i>for:</i>
<i>[Insert Procuring Entity]</i>	<i>[Insert Name of Supplier]</i>

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached [state title of attached documents showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020

Performance Securing Declaration (Revised)

[As alternative performance security to be submitted by the winning bidder within ten (10) days from receipt of Notice of Award]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



ANNEX A

TWO (2)-YEAR CONTRACT FOR CARGO FORWARDING SERVICES (FROM MAIN OFFICE TO SSS BRANCHES AND VICE VERSA)

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
LUZON			
LUZON NORTH 1 (BAGUIO)			
Office of the Division Head / Baguio	SSS Bldg., Harrison Road, Baguio City	(074) 447-0362/ 443-3089/ 444-4882	VP Cesar P. Saludo Nancy Umoso
Agoo	3 rd floor B&D Bldg., McArthur Highway, San Antonio, Agoo, La Union	(072) 682-2779/ 682-2776	Roderick Andrada
Bangued	Seares Bldg., Rizal Street, Zone 5 Bangued, Abra	(074) 752-7476/ 752-8Re170	Edward G. Urua
Bontoc	A. Kiat-Ong Bldg., Lok-ong St., Poblacion, Bontoc	(074) 602-1280/ 633-0007	Caroline Kapawen
Candon	San Nicolas, Candon, Ilocos Sur	(077) 604-0343/ 604-0344	Amor P. Erpelo
La Trinidad	GF, Jewel Igorot Bldg., Km. 4, Brgy. Balili, La Trinidad, Benguet	(074) 422-4702	Dominador Malatag
La Union	SSS Bldg., Government Center, San Fernando City, La Union	(072) 242-5812 to 13/ 700-5668	Francisco F. Pentecostes
Laoag	RT Bueno Bldg., Don E. Ruiz St., Laoag City, Ilocos Norte	(077) 770-3113/ 771-4414/ 771-5305	Richard M. Raralio
Vigan	2F, UNP Town Center, Brgy. Tamag, Vigan City, Ilocos Sur	(077) 722-2686/ 722-2360	Cecille T. Sally
Robinsons Place Ilocos Service Office	Level 2 Robinsons Place Ilocos, Valdez Center, Brgy. San Nicolas, Laoag City, Ilocos Norte	(077) 772-0949/ 770 4345	Grace Shiela C. Macarubbo
Manna Mall Service Office	2/F Manna Mall, Pagdaraoan Biday Road, Brgy. Pagdaraoan, San Fernando City, La Union	(072) 242-5812 to 13/ 700-5668	Josephine Valera
LUZON NORTH 2			
Office of the Division Head / Cauayan, Isabela	2/F Puregold Cauayan, Don Juan Dacanay St. San Fermin, Cauayan City, Isabela	(078) 652-1215/ 652-2083	VP Porifirio M. Balatico Reynante Fernando
Iligan	2/f North Star Mall, Alibagu, Ilagan City, Isabela	(078) 323-2182	Guadalupe D. Castillo
Santiago, Isabela	Xentro Mall, Santiago Four Lane St., corner Maharlika Highway, Santiago City, Isabela	(078) 305-0498	Jeannie Mesa
Solano	Guevardan Bldg., Burgos St., Solano, Nueva Vizcaya	(078) 326-7325/ 326-6934	Jane Cabauatan
Tuguegarao	Cedenio Bldg., Luna St., Tuguegarao, Cagayan	(078) 844-2108/ 844-1512	Janet D. Canillas
Aparri, Cagayan Service Office	Cartagena Building, Quirino corner R.F. Balisi Streets, Aparri, Cagayan	(078) 822-8256	Cesar M. Baquiran
Batanes Service Office	Provincial Capitol, Basco, Batanes	(078) 844-2108/ 844-1512	Edwin R. Iringan
Sanchez Mira Service Office	Sanchez Mira, Municipal Hall Bldg., Sanchez Mira, Cagayan	(078) 822-9219	Janette V. Guillen
Tabuk, Kalinga Service Office	Tabuk City Hall, Tabuk City, Kalinga	(078) 844-2108/ 844-1512	Spain Urua
LUZON CENTRAL 1 (TARLAC)			
Office of the Division Head / Tarlac	SSS Bldg., Macabulos Drive, San Vicente, Tarlac, Tarlac	(045) 982-6967/ 982-1092/ 982-3402/ 982-8600/ 982-4488	VP Vilma P. Agapito Maria Maxima C. Macaraeg
Alaminos	AMA Bldg., Marcos Avenue, Barangay Palamis, Alaminos, Pangasinan	(075) 552-7372/ 551-5908	Jose Alvin M. Altre

Balanga	G/F Wong Chun Kar Bldg., Rotary Avenue, Balanga City, Bataan	(047) 237-3349/ 237-0738	Joel Y. Villafuerte
Baler (Aurora)	Cordial Bldg., National H-way, Brgy. Suklayin, Baler, Aurora	0918-336-7739	Christian C. Catacutan
Cabanatuan	NE Pacific Shopping Center, Km. 11, Maharlika Highway, Cabanatuan City, Nueva Ecija	(044) 463-0691/ 463-3996/ 600-0690	Jose Rizal S. Tarun
Camiling	Julian Qui Bldg., Bonifacio St., Poblacion H, Camiling, Tarlac	(045) 934-0460/ 934-0463	Monalisa Nardo
Dagupan	EastGate Plaza, AB Fernandez Avenue, Dagupan City, Pangasinan	(075) 523-4094/ 522-8908/ 522-0414	Primitivo D. Verania Jr.
Iba	Rhoi Business Center, Govic Avenue Zone 1 Iba, Zambales	(047) 603-0487	Elizabeth Gabon
Mariveles (BEPZ)	Basement, AFAB Administration Bldg., FAB, Mariveles, Bataan	(047) 935-4133/ 935-7133/ 935-4479	Jordan A. Herrera
San Carlos, Pangasinan	2/F San Carlos Town Center, San Carlos City, Pangasinan	09564913175 09272574801	Catalina A. Basbas
San Jose, NE	NE Bodega, San Jose City, Nueva Ecija	(044) 958-7502/ 958-4294	Haidee Binag
Urdaneta	3rd flr., Government Center, CB Mall. McArthur Highway, Nancayasan, Urdaneta City, Pangasinan	(075) 568-8512/ 696-0331	Narciso M. Martinez Jr.
BHF Dagupan Service Office	Mayombo District, Dagupan City, Pangasinan	(075) 529-9130	Areza V. Panoringan
Lingayen Service Office	PESO Bldg., Alvear St., Capitol Ground, Lingayen, Pangasinan	(075) 615-2023	Charles Augustus B. Bergonio
Paniqui	Paniqui Municipal Hall Bldg., Paniqui, Tarlac	(045) 491-5551	Emmanuel L. Tolentino
Metrotown Mall Service Office	2/F Tarlac Metrotown Mall corner Mac Arthur Highway and Juan Luna Sts. Tarlac, Tarlac	(045) 309-2858	Francis C. Nabora
Tayug Representative Office	2/F Magic Mall Tayug, Bonifacio St., Poblacion, Tayug, Pangasinan	(075) 523-3390	Mariane Dasig
LUZON CENTRAL 2			
Office of the Division Head / Pampanga	SSS Bldg., Diosdado Macapagal Govt Ctr., Brgy. Maimpis, San Fernando City, Pampanga	(045) 455-5359/ 455-5213/ 455-5360	VP Gloria Corazon M. Andrada Pablita A. David
Angeles	Level 3 Marquee Mall, Francisco G. Nepo Ave., Pulung Maragul, Angeles City	(045) 322-0164/ 322-2984/ 323-4916	Normita M. Cruz
Baliuag	AC Bldg., Doña Remedios Trinidad Highway, Baliuag, Bulacan	(044) 673-1431/766-1162	Marites A. Dalope
Bocaue	Oro Villas 2, No. 229 Mc Arthur Highway, Brgy. Wakas, Bocaue Bulacan	(044) 769-1644/ 769-1478	Evangeline O. Mananghaya
Malolos	G/F N-4 Bldg., The Cabanas, McArthur Highway, Malolos City, Bulacan	(044) 896-3325/ 896-3327	Albina Leah C. Manahan
Meycauayan	Esperanza Mall, McArthur Highway, Calvario, Meycauayan City, Bulacan	(044) 228-5886/ 228-6020/ 228-5872	Ma. Theresa A. Ribuyaco
Dau	G/F & 2/F, Puregold Dau, Mabalacat City, Pampanga	(045) 649-1799	Chelin Lea D. Nabong
Olongapo	Wung Chun Kar Bldg., 35 Gordo n Ave., Olongapo City, Zambales	(047) 223-5201/ 222-0143	Marilou M. Santos
San Jose Del Monte	Starmall San Jose Del Monte, Quirino Highway corner Kapian Rd., Brgy. Kaypian, San Jose Del Monte, Bulacan	(044) 797-0394	Winda G. Agustin
Sta Maria	NEM Bldg., Gov. Fortunato Halili Ave., Bagbaguin, Sta. Maria, Bulacan	(044) 641-3672	Hilario A. Ribuyaco
Robinsons Place Malolos Service Office	Lingkod Pinoy Center Robinsons Place Malolos Mc Arthur Highway, Sumapang Matanda, Malolos City, Bulacan	(044) 794-9662	Alma Christi D. Dimagiba
Clark Service Office	Clark Polytechnic Jose Abad Santos Ave., Clark Freeport Zone, Pampanga	(045) 599-9000 loc. 203	Marilou D. Carbungco

Robinsons Place Angeles Service Office	McArthur Highway, Balibago Angeles City, Pampanga	(045)304-4158	Roy P. Roberto
SM Pampanga Service Office	SM City Pampanga, JASA Road, San Jose, San Fernando City, Pampanga	0920-8318357 / 0999-4245203	Joann M. Cabusi
Guagua Service Office	Ground Floor, Guagua Town Center, Olongapo Road, San Matias, Guagua Pampanga	(045) 649-5496 / 0916-2449163 / 0921-6113361	Aileen S. David
LUZON SOUTH 1 (SAN PABLO)			
Office of the Division Head / San Pablo	SSS Bldg., Balagtas Blvd., corner Paulino St. San Pablo City	(049) 562-0324/ 562-5922/ 562-7056	AH Edwin D. Igharas Roman R. Belen
Bacoor	Jolly Home Apartelle, Aguinaldo Highway corner Coastal Road, Talaba 7, Bacoor City	(046) 472-2368/ 472-2319/ 472-2246	Josephine S. Hipolito
Biñan	3rd Level, Central Mall Biñan, MAIvar St., San Vicente, Biñan, Laguna	(049) 511-6757 to 58	Roberto S. Pagayunan
Calamba	SSS Bldg., National Highway, Parian, Calamba, Laguna	(049) 545-1689/ 545-6860/ 545-6859 loc 121	April S. Baje
Carmona	2/F Remington Plaza, Governor's Drive, Maduya Carmona, Cavite	(046) 430-0960/ 413-0683	Celedonio V. Valdez
Dasmariñas	2/F Centro Mall, Annex, Km.28, Salitran Road cor. Aguinaldo Highway, City of Dasmariñas, Cavite	(046) 416-6443/ 416-6170	Leticia M. Del Barrio
Gumaca	G/F& 2/F AS Bldg., Bonifacio St., Brgy. Taging Dagat, Gumaca, Quezon	(042) 717-6925	Jonathan R. Vallesteros
Infanta	CNV Business Hub 311 Gen. Luna St., Infanta, Quezon	(042) 535-2707	Anna Peachy P. Gurango
Lucena	Lucena Grand Central Terminal Bldg., Diversion Road Ilayang Dubay, Lucena City	(042) 710-8626/ 373-6421/ 710-4240	Frederick D. Isip
Rosario (EPZA)	SSS Bldg., EPZA Rosario, Cavite	(046) 437-2290/ 437-0025	Eva E. Tomenio
Sta Cruz	Agustin Lo Bldg., Brgy. Pagsawitan, Sta. Cruz, Laguna	(049) 501-4531	Eleanor R. Ebreo
Santa Rosa	2/F Waltermart Bldg., Balibago Highway Santa Rosa City, Laguna	(049) 543-0852/ 543-0844	Grace R. Velasco
Tagaytay	LGF, Primark Town Center, Brgy. Maharlika East, Tagaytay City	09274359018	Monica P. Dino
Robinsons Place Imus Service Office	4/F, Emilio Aguinaldo Highway, Tanzang Luma, Imus, Cavite	(046) 474-0074	Loida H. Caiclian
Robinsons Place Dasmariñas Service Office	GF Emilio Aguinaldo Highway cor. Governor's Drive Sitio Palapala, Dasmariñas, Cavite	(046) 533-3010	Annabel E. Decena
Robinsons Sta. Rosa Market Service Office	Level 3, Old National Highway, Brgy. Tagapo, Sta. Rosa, Laguna	(049) 533-9010	Kristalyn R. Punio
Centro Mall, Los Baños Service Office	Upper GF, Olivarez Plaza Mall Bldg., Los Baños, Laguna	(049) 530-8993	Neil Novillos
Siniloan Service Office	Temprosa Bldg., BAGong Barangay Siniloan, Laguna	(049) 559-5522	William P. Quebrata
LUZON SOUTH 2 (BATANGAS)			
Office of the Division Head Batangas	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185/ 723-3873-74/ 702-6933	AH Francisco Paquito Lescano Jessica M. Agbay
Boac	10 De Oktubre St. Brgy. Malusak, Boac, Marinduque	(042) 332-1872	Remaly M. Saguid
Calapan	Uy Bldg., Corner Roxas and Governor Ignacio Streets Lumang Bayan, Calapan City, Oriental Mindoro	(043) 288-2267/ 286-7133/ 288-2427	Imelda G. Familiaran
Lemery	Xento Mall, Illustre Avenue, Lemery Batangas	(043) 318-2623/ 318-2470	Apolonia A. Tria
Lipa	G/F & 2/F, The Only Place Business Center, Brgy. Marawoy, Lipa City	(043) 756-7507/ 757-1365/ 756-1953	Joseph Pedley V. Britanico


Odiongan	FLH Promenade Suite, Plaridel St. Sitio Coconville, Dapawan, Odiongan, Romblon	(042) 567-5114	Christine R. Riano
San Jose, Occ. Mindoro	2/F Balmes Bldg., Diego Silang St., Brgy. 5, San Jose Occidental Mindoro	(043) 457-0093	Joey G. Monte De Ramos
Puerto Princesa, Palawan	G/F Grandway Bldg., Eastville City Walk, San Pedro, Puerto Princesa City, Palawan	(048) 433-7147/ 433-7418/ 433-1671	Abdualib A. Abirin
Balayan Service Office	PED Realty & Devt. Corp. Building PED Plaza Business Center Balayan, Batangas	(043) 921-1354	Michael Ian O. Mission
Bongabong Service Office	Atienza Bldg., P. Burgos cor., Mabini Street Bongabong, Oriental Mindoro	(043) 283-5110	Ryan A. Lubos
Robinsons Place Lipa Service Office	Level 2, Robinsons Place Lipa, JP Laurel National Highway, Mataas na Lupa, Lipa City	(043) 756-7507	Dennis Arvin P. Marqueses
Mamburao Service Office	Municipal Hall, Mamburao, Occidental Mindoro	(043) 457-0093	Cherry Ann V. Peralta
Brookes's Point Service Office	Brooke's Point Municipal Hall Bldg., Brooke's Point, Palawan	048) 433-7147	King-Bonn C. Lavarias
Robinsons Place Palawan Service Office	National Highway, Barangay San Manuel Puerto Princesa City	(048) 433-7418	Maria Socorro Katon
Taytay, Palawan Service Office	Taytay Municipal Hall Bldg., Taytay, Palawan	(048) 286-2082	Liberty A. Alvior
LUZON BICOL (NAGA)			
Office of the Division Head Naga	SSS Bldg., Concepcion, Pequeña, Naga City	(054) 472-9791/ 472-5933 472-9791/ 472-5933	VP Elenita S. Samblero Claribel L. Renueno
Daet	G/F, Ricasio Bldg., Carlos II St., Daet, Camarines Norte	(054) 571-2764/ 440-3140	Ermina Maria P. Robredo
Goa Service Office	Uy Bldg., Scout Fuentabella St. Goa, Camarines Sur	(054) 453-0260/ 453-1386	Maria Theresa D. Amador
Iriga	Cerillo Bldg., # 272 National Highway, San Nicolas, Iriga City	(054) 456-0876/ 299-2530	Jogar B. Tosoc
Legazpi	Morante Bldg., Imperial Court Subd., Legazpi City	(052) 480-7076/ 480-7301/ 480-7074/ 820-4306	Rosario B. Bien
Ligao	G/F, Ligao Municipal Hall Bldg., Ligao City	(054) 45-1297	Ave Loria
Masbate	G/F & 2/F KLM De Luna Bldg., 30 Mabini St., Masbate City	(056) 588-0711/ 333-3499	Julieta B. Compuesto
Sorsogon	Jomil Enterprises Bldg., Quezon St., Polvorista, Sorsogon, Sorsogon	(056) 211-0179/ 211-1638/ 421-5454	Rolando G. Gomez
Tabaco	G/F, Lao Bldg., Moses St. Basud Tabaco City	(052) 487-5333/ 830-3092/ 487-5333	Susana N. Malubag
Virac	P. Araojo Shopping Arcade, Cavinitan, Virac, Catanduanes	09284780011	Divina T. Avila
Jose Panganiban Representative Office	G/F Jose Panganiban Legislative Bldg., Jose Panganiban, Camarines Norte	(054) 731-0508	Gemma Moreno
Labo Representative Office	2/F Labo Municipal Bldg., Labo, Camarines Norte	(054) 885-1787	Gracita B. Nucup
Robinsons Place Naga Service Office	Lingkod Pinoy Center, Robinsons Place Naga, Roxas Ave., corner Almeda Highway, Naga City, Camarines Sur	09218166126	Rene Hector L. Villareal

VISAYAS			
VISAYAS CENTRAL 1 DIVISION			
Office of the Group Head Cebu	SSS Bldg., Brgy. Kalubihan Osmeña Boulevard, Cebu City	(032) 253-1085/ 239-6248	VP Mario Corro Eric A. Coronado
Bogo	G/F & 2/F Osing Bldg., Sim Bogo Business Park, P. Rodriguez St., Bogo City, Cebu	(032) 434-7559/ 251-2432	William P. Penserga
Cebu – (NRA)	Level 3, Robinsons Galleria Cebu, General Maxilom Avenue cr. Osmeña Blvd., North Reclamation Area, Cebu City	(032) 255-0705	Maria Judy G. Go
Lapu-Lapu	G/F Annex Bldg. Gaisano Mactan Island Mall, Pajo, Lapu-lapu City, Mactan	(032) 340-1886/ 340-8050/ 341-1004	Gemma C. Caberte
Manduae	3F J Centre Mall, A.S. Fortuna St. Bakilid, Mandaue City	(032) 346-4983	Janice L. Caballes
Tagbilaran	2F Galleria Luisia Bldg., Gov. Celestino Gallares St., Tagbilaran City, Bohol	(038) 501-7055/ 411-3934	Alieta I. Basubas
Talisay	Rosalie Bldg., Gaisano Grand Fiesta Mall, Highway, Tabunok, Talisay City, Cebu	(032) 520-6458/ 520-7234	Sheila Marie V. Abad
Toledo	2F, TE Bldg., Diosdado Macapagal Highway, Sangi, Toledo City, Cebu	(032) 467-9644	Maria Cleotilda O. Cabañero
Danao	Citymall Danao, Cebu, Oliver St., cor F. Ralota St., Poblacion, Danao City, Cebu	(032) 340-9200	Rocelyn F. Duay
SM Consolation- Service Office	2F, Government Service Express, SM City Consolacion, North Rd., Brgy. Lamac, Consolacion, Cebu	(032) 340-8060	Irish L. Magdadaro
VISAYAS CENTRAL 2 DIVISION			
Office of the Division Head Ormoc	Yuvallos Bldg., Veloso St., Punta, Ormoc City	(053) 255-4658/ 255-5241	AH Alberto L. Montalbo Porferio A. Salidaga, Jr.
Calbayog	PNB Bldg., Maharlika Highway, Obrero Calbayog City	(055) 209-2738/ 209-2527	Dario C. Tan
Catbalogan	Noyden Bldg., San Bartolome St., Catbalogan, City	(055) 251-5393	Aileen A. Olan
Borongan	G/F & 2/F, AS Bldg., Bonifacio St., Brgy. Tabing Dagat, Gumaca, Quezon	(055) 560-8007	Mary Grace R. Mutia
Maasin	Saludo Bldg., Kanleon St. Maasin, Southern Leyte	(053) 570-8551/ 381-2117	Gregorio S. Baroza
Tacloban	G/F and 2/F Caroline Cordiel Bldg., 103 Lopez Jaena St., Tacloban City	(053) 832-1160	Lilibeth A. Cajucom
Catarman Service Office	Singzon Bldg., cor., Quirino and Balite Sts., Catarman, Northern Samar	(055) 251-8069	Herminia T. Lusara
Baybay Service Office	GF, Baybay City Legislative Building Ramon Magsaysay Ave. Poblacion, Baybay Leyte	(053) 255-5241	Rhia Noreen B. Fortaliza
VISAYAS WEST 1 DIVISION			
Office of the Division Head Bacolod	SSS Bldg., Lacson St., Bacolod City, Negros Occidental	(034) 709-0880 433-1378/ 434-4749	VP Lilani B. Benedian Ma. Sheila V. Galeno
Bacolod-East	East One Atrium Bldg. Burgos Ave. Extension, Bacolod City	(034) 441-6599 / 441-6614	Emelia B. Solinap
Bago	JGM Bldg., General Luna Street, Bago City, Negros Occidental	(034) 461-0910/ 732-8888	Elisa M. Llavan
Bais	Amorganda Bldg., National Highway, Talungon, Bais City, Negros Oriental	(035) 541-5361/ 402-3096	Lynlee Lu G. Dato
Dumaguete	MM Kho Bldg., Romero Highway, Bagacay, Dumaguete City, Negros Oriental	(035) 225-4340/ 422-4634	Vincent O. Trani
Kabankalan	Zayco Bldg., Repullo St., Kabankalan City, Negros Occidental	(034) 746-8130/ 471-2224	Brenda B. Cruz

Sagay	JGM Bld., National Highway, Sagay City, Negros Occidental	(034) 488-0112/ 488-0270	Lina V. Hilado
San Carlos	Emerald Bldg., Center Mall, FC Ledesma St., San Carlos City, Negros Occidental	(034) 312-5316/ 312-5422	Jane T. Gargoles
Victorias	G/F Redkey Bldg., Osmeña Ave., National Highway Brgy. 5 Victorias City, Negros Occidental	(034) 399-2953	Isaac P. Ciocon Jr.
Bayawan Service Office	Old City Hall Bldg., Poblacion, National Highway, Bayawan City, Negros Occidental	(035) 228-3670	Joan Marsha A. Cordova
Siquijor Service Office	Siquijor Public Market Bldg., F. Atad Street, Siquijor	(035) 480-9019	Judy D. Dogon
Guihulngan Service Office	2/F, Guihulngan Public Market., Paterno St., Guihulngan, Negros Oriental	(035) 410-4188	Remilyn M. Besa-Blanco
VISAYAS WEST 2 DIVISION			
Office of the Division Head Iloilo-Molo	GT Mall Plaza, MH Del Pilar, Molo, Iloilo City	(033) 330-2963/ 330-2961	VP Lilani B. Benedian Angelo O. Blancaver
Antique	Eagle's Place Dalipe Bldg., Trade Town Dalipe, San Jose de Buenavista, Antique	(036) 540-8112/ 320-1966	Phillip M. Lucero
Kalibo	G/F & 2/F Casa Constancia Bldg. Roxas Avenue Extension, Andagao, Kalibo, Aklan	(036) 500-8360	Rene Moises G. Gonzales
Iloilo-Central	TTW Bldg., cor JM Basa and Mapa St. Iloilo City, Iloilo	(033) 509-9826/ 338-1307/ 509-9828/ 337-5533	Eva J. Cura
Roxas	City Mall Roxas Annex Bldg. Arnaldo Blvd., Roxas City	(036) 621-0611/ 522-3839	Lea T. Hilot
Boracay Service Office	2/F Brgy. Hall, Manoc-Manoc, Boracay, Malay, Aklan	(036) 286-3401	Alissa Marie S. Franco
Robinsons Place Iloilo Service Office	Corner De Leon & Quezon Streets, Iloilo City	(033) 335-5424	Ruth S. Inquit
Passi Service Office	PASSI Economic Enterprise, Passi City	(033) 311-6382	Jucy L. Pardorla
MINDANAO			
MINDANAO NORTH (CDO)			
Office of the Division Head Cagayan de Oro	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 858-3792/ 350-3531/ 858-3790/ 858-3791	VP Edwin M. Alo Antonio G. Fabia
Butuan	Rudy Tiu Bldg., A.D. Curato St., Butuan City, Agusan del Norte	(085) 815-5008/ 225-2153/ 342-3003	Marilyn O. Tamayo
Camiguin Service office	G/F, Barlaan Bldg., Arana St., Mambahao, Camiguin	(088) 387-2099/ 387-2070	Eva L. Tuanzon
Gingoog	Villa Hermosa Bldg., Doña Graciana St., Gingoog City, Misamis Oriental	(088) 861-0199/ 427-7720	Perkins B. Calixtro
Iligan	Mindanao Sanitarium & Hospital College Bldg., Tibanga Highway, Iligan City	(063) 221-5248/ 221-5374/ 221-6179/ 221-2988	Cheryl V. Jariol
CDO-Lapasan	G/F Market City and East Bound Integrated Terminal, Agora, Lapasan, Cagayan De Oro	(088) 880-7024/ 880-7025	Valentine V. Aunzo
Oroquieta	Oroquieta Town Center, Canubay, Oroquieta City	(088) 531-1210/ 531-1870	Simon Jude Q. Obut
Ozamis	Grandway Bldg., Don Anselmo Bernard Ave., Ozamis City	(088) 521-0441/ 521-3396 to 97	Liza J. Lumantas
San Francisco, Agusan	Alexander Bldg., Purok IV, Brgy. Hubang, San Francisco, Agusan Del Sur	09774905731	Exequiel M. Amplayo

Surigao	Parkway Bldg., KM 2 National Highway, Brgy. Luna, Surigao City, Surigao Del Norte	(086) 231-7033/ 826-2431/ 826-2437	Arnold O. Pepino
Tandag	Pimentel Bldg., Donasco St., Tandag, Surigao del Sur	(086) 211-3185/ 211-3718	Benigno J. Dagani Jr.
Valencia	CAP Bldg., Sayre Highway, Hagcol, Valencia, Bukidnon	(088) 828-0275/ 222-3748	Jose Roel J. Herbierto
MINDANAO SOUTH 1 (DAVAO)			
Office of the Group Head Davao	SSS Bldg., J.P. Laurel Ave., Bajada, Davao City	(082) 222-3023/ 222-3148/ 222-6810/ 221-3575/ 221-3493/ 221-3536	AH Redentor S. Viola Mary Ellen A. Estoque
Bislig	Natalio Plaza Bldg., Espiritu St., Manganoy, Bislig City	(086) 853-4126/ 853-2333	Edgardo S. Bulasa
Davao-Ilustre	Gaisano Grand Citimall Davao, Ilustre, Davao City	(082) 224-2093/ 297-6336	Alnora Y. Presbitero
Digos	Rebecca Sy Bldg., Lapu-Lapu Ext., Digos City, Davao del Sur	(082) 553-7343/ 553-5658	Jocelyn T. Gopo
Mati	Old NIA Bldg., Panamin, Matiao Road, Mati City, Davao Oriental	(087) 388-3754/ 388-4585	Donato D. Lim
Panabo	Door 5, Centino Bldg., Quezon St., Brgy. Sto. Niño, Panabo City	(084) 628-4037/ 628-4091	Siarina S. Piatos
Tagum	2nd level, Gaisano Grand Mall, Apokon Road, Tagum City, Davao del Norte	(084) 216-9397/ 216-9398	Imelda A. Guerra
Toril	Ground Floor, Gaisano Grand Mall-Toril, Saavedra St., Toril, Davao City	(082) 291-0106/ 291-0156/ 291-0012/ 291-1761	Monique S. Alcantara
NCCC Mall Tagum Service Office	3/F, NCCC Mall of Tagum, National Highway, Tagum City	(084) 655-6274	Rachel R. Langhe
MINDANAO SOUTH 2 (GENSAN)			
Office of the Division Head General Santos	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City	(083) 554-5754/ 554-5751 to 52	AH Rizalito Alberto C. De Leon Jose Froilan M. Garcia
Cotobato	S.T. Lim Holdings, Inc., Bldg., Makakua St., Cotabato City	(064) 421-8289/ 421-4515	Orly C. Mabinay
Kidapawan	G/F Roma Bldg., Quezon Blvd., Kidapawan City, North Cotabato	(064) 278-3384/ 288-1580	Rita Fe S. Limbaga
Koronadal	2/F Gaisano Grand Mall, Gen. Paulino Santos Drive, Koronadal City South Cotabato	(083) 228-8350 to 51/ 228-5292/ 228-3131	Suzette H. Purificacion
Tacurong	CYC Bldg., National Highway., Tacurong City, Sultan Kudarat	(064) 477-0164/ 200-3338	Serafin G. Hingco
Sarangani Service Office	G/F, Old Capitol Bldg., Sarangani Provincial Capitol Comp. Alabel Sarangani Province	(083) 508-0058	Roger B. Lozada
MINDANAO WEST (ZAMBOANGA)			
Office of the Division Head, Zamboanga	PHIDCO Bldg., Veterans Ave., Zamboanga City	(062) 991-0118/991-0624 993-0418/991-2007/ 991-1475	Ma. Salvacion F. Alam Elizabeth G. Cabatingan
Basilan Service Office	NFK Bldg., Sunrise Village, Isabela City, Basilan	(062) 200-3432	Mark Noel D. Mijares
Dipolog	Ramos Bldg., Rizal Ave., Dipolog City	(065) 212-2518/212-4834	Joel T. Loques
Ipil	Chiong Bldg., Poblacion, Ipil, Zamboanga Sibugay	(062) 333-2295/333-2498	Gilbert F. Ceniza
Jolo	Sulu Masonic Bldg., Bus-Bus St., Jolo Sulu	(085) 341-8911 loc. 2356	Shermina E. Sawadjaan
Tawi-Tawi Service Office	G/F & 2/F Nationwide Telephone Systems, Inc. Bldg. National Road, Tubig-Boh, Tawi-tawi	(068) 268-1001	Ummayra S. Hamdan
Pagadian	Ancajas Bldg., Sanson Street, Pagadian City, Zamboanga del Sur	(062) 214-1633/214-1819/ 215-1160	James B. Buckley

ANNEX B

	Republic of the Philippines SOCIAL SECURITY SYSTEM ADMINISTRATION GROUP OFFICE SERVICES DEPARTMENT RATING FORM FOR THE SERVICE PROVIDER		
CARGO FORWARDING SERVICE PROVIDER PERFORMANCE EVALUATION SHEET			
Contractor:	Project Sites:	Period Covered:	
STANDARD		RATING	REMARKS
QUALITY OF SERVICE DELIVERED			
OFFICE PERSONNEL			
1. Performance of assigned/detailed personnel exclusively to SSS in carrying out the safe and secure handling of cargoes from packaging, crating, pick-up and delivery from various origins to various destinations nationwide.			
2. Assign at least two (2) authorized personnel at the OSD Warehouse to do the receiving and packaging of cargoes.			
3. Provision of additional manpower as the need arises or upon request of SSS at no additional cost to SSS.			
OFFICE SUPPORT EQUIPMENT			
1. Provide own closed-van service vehicle/s.			
2. Provide quality packaging material including security tape and cartons with SSS logo (specified by the SSS).			
<ul style="list-style-type: none"> ▪ Ensure the outer packaging must be clearly marked on at least four (4) sides. ▪ Ensure a packaging list identifying the contents and quantities of the package is placed on an accessible point of the outer packaging. 			
3. Provide an on-line Computerized Billing System that can be accessed through internet at the OSD Warehouse.			
4. Provide one (1) unit operational laptop with on-line Computerized Tracking and Billing Systems at the OSD Warehouse.			
OFFICE OPERATION			
1. Packing, crating and handling of SSS cargoes, pouches, supplies and materials, furniture, equipment to and from SSS Main Office/Branches and various destinations nationwide.			
2. Personnel attendance and punctuality (8:00 AM to 5:00 PM, Monday to Friday).			
3. Ensure appropriate attire of the assigned personnel (proper company uniform and company ID) on a daily basis.			
COMPLIANCE WITH THE SERVICE LEVEL REQUIREMENTS			
1. SSS Main Office to Branches:			
<ul style="list-style-type: none"> ▪ Airfreight/Overland – delivered within three (3) working days from pick-up of cargoes ▪ Inter-island – additional two (2) working days ▪ Ensure pick-up time is not earlier than 4:15 PM daily and no cargoes are left at the OSD Warehouse. 			
2. Pick-up time for SSS Branches to SSS Main Office (<i>upon the request of the concerned Branch via phone call or email</i>):			
<ul style="list-style-type: none"> ▪ Not later than 3:00 PM within the day for request/s received on or before 12:00NN. ▪ Not later than 10:00 AM on the next working day after request for those received after 12:00NN. ▪ Acted upon within the day for request/s under emergency cases (coursed to thru the Office of the Head, Office Services Department). 			
3. Ensure compliance with the SLR in case of erroneous delivery.			
4. Immediate dispatch of cargoes to airport or direct to consignees' location as the case maybe, after appropriate packing and documentation.			
5. Secure acceptance or receipt of cargoes by duly authorized representative of consignee within twenty-four (24) hours from the time of delivery.			
6. Actual delivery of cargoes is done during office hours and/or anytime as may be required.			

[Handwritten Signature]

7. In case of damage or loss, replace within fifteen (15) calendar days the cargoes of the same kind and make and/or pay the damages that may be suffered by the SOCIAL SECURITY SYSTEM within ten (10) calendar days.		
OTHERS		
1. Submission of proofs of delivery and weekly status report.		
2. Monthly submission of billing based on the actual delivery weight per month.		

Guide for the Evaluator:	
Indicate the numerical rating opposite the applicable scope of service assigned to the cargo forwarding service provider. Write "NA" if not applicable.	
5 – Excellent	Much more than the standard at all levels (quality, quantity, time, results, etc.)
4 – Very Satisfactory	More than the standard.
3 – Moderately Satisfactory	Met the standard.
2 – Needs Improvement	Less than the standard.
1 – Poor	Much less than the standard.

<p>Evaluated by:</p> <p>_____</p> <p>(Signature over Printed Name & Designation)</p> <p>Date: _____</p>	<p>Reviewed by:</p> <p>_____</p> <p>(Signature over Printed Name & Designation)</p> <p>Date: _____</p>
<p>Approved by:</p> <p>_____</p> <p>(Signature over Printed Name & Designation)</p> <p>Date: _____</p>	

- Notes:
1. This form shall be used as reference on Service Provider Evaluation.
 2. The Contractor's performance shall be evaluated every semester.
 3. Passing grade is 3 and above.
 4. To be accomplished by the evaluator and reviewed by the immediate supervisor.
 5. To be submitted to their respective Office Head.

