



Republic of the Philippines
SOCIAL SECURITY SYSTEM
VISAYAS CENTRAL 2 DIVISION DISPOSAL COMMITTEE
Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City
Tel. Nos. (053) 255-4658 or 255-5241 & 561-2476
Email: ormoc@sss.gov.ph

TERMS OF REFERENCE OF THE PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF SIX (6) LOTS
UNSERVICEABLE PROPERTIES (VARIOUS)

- A. Subject:** Public auction for the sale and disposal by “lot” of various unserviceable properties of the Visayas Central 2 Division.

Schedule of Activities:

Issuance of the Invitation to Bid	December 7-13, 2021	8:00 AM - 4:00 PM
Site Inspection	December 10, 2021	8:00 AM - 12:00 Noon
Pre-Bid Conference	December 10, 2021	2:00 PM
Submission of Bids	December 17, 2021	8:00 AM - 12:00 Noon
Opening of Sealed Bids	December 17, 2021	2:00 PM

- B. Condition:** “As is, Where is” basis. All interested Bidders shall issue 10% bond upon submission of sealed canvass.

C. Location:

Lot	Property Description	Location
1	Chair-Gang - 4 - seater (6 units)	SSS Tacloban Branch/GF & 2F, Caroline Cordiel Bldg., 103 Lopez Jaena St., Brgy. 2, Tacloban City, Leyte
2	Aircon-3TR Koppell (2 units), Aircon-2HP Kolin Window Type (3 units)	SSS Tacloban Branch/GF & 2F, Caroline Cordiel Bldg., 103 Lopez Jaena St., Brgy. 2, Tacloban City, Leyte
3	3 units Aircon 2.5HP - window type (Panasonic/Hitachi/Carrier @57Kg/unit) & Chair-Gang 4-Seater (1unit@36kg)	SSS Catbalogan Branch/Ground Floor, Noyden Bldg., San Bartolome St., Brgy. Ubanon, Catbalogan City, Western Samar
4	Aircon 2HP - window type Carrier (1 unit)	SSS Maasin Branch/JQD Bldg., Kanleon St., Brgy. Mantahan (Pob.), Maasin City, Southern Leyte
5	Transformer 37.5KV (1 unit)	SSS Calbayog Branch/PNB Bldg., Maharlika Highway, Obrero, Calbayog City, Western Samar

D. Minimum Bid Price: The award shall be given to the **highest** complying bidder, as determined by the Committee.

Lot	Minimum Bid Price	Branch Name	Description of Property
1	Php 3,672.00	SSS Tacloban Branch	Chair-Gang – 4-seater (6 units)
2	Php 7,565.00	SSS Tacloban Branch	Aircon-3TR Koppell (2 units), Aircon-2HP Kolin Window Type (3 units)
3	Php 3,519.00	SSS Catbalogan Branch	3 units Aircon 2.5HP - window type (Panasonic/Hitachi/Carrier @57kg/unit) & Chair-Gang 4-Seater (1 unit@36kg)
4	Php 935.00	SSS Maasin Branch	Aircon 2HP - window type Carrier (1 unit)
5	Php 1,700.00	SSS Calbayog Branch	Transformer 37.5KV (1 unit)

E. Payment: Payments shall be strictly on cash basis. The winning bidder shall be allowed to haul the sold lot only upon presentation of the Official Receipt of payments duly validated by the Chairperson of the Visayas Central 2 Disposal Committee.

F. Eligibility Requirements: The Public Auction shall be open to any Person, Sole Proprietorship, Partnership or Corporation complying with the prescribed rules and regulations and upon submission of the following documents:

BIDDERS	ANY PERSON	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
REQUIREMENTS	Latest Income Tax Return	DTI Certification	Articles of Partnership	Articles of Incorporation
	Certificate of Employment with Compensation	2021 BPLO Certification		
	Two (2) valid government issued identification cards with photo and signature			

G. Procedure of Bidding:

- Interested parties may attend the Pre-Bid Conference to be conducted by the Disposal Committee on **10 December 2021, 2:00 PM** at the OVP-Visayas Central 2 Division, Social Security System, GF, Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City or at the address/location of the property as indicated in the Invitation to Bid.
- Every bidder must submit two (2) separate sealed envelopes with label containing the following:
 - ☐ **Envelope A** – Eligibility Requirements as stated above
 - ☐ **Envelope B** – 10 % Bidders Bond and Bid Form
- Envelopes should be submitted to the Secretariat of the Committee/Admin Officer of the Branch on or before **12:00 Noon, December 17, 2021** at the OVP-Visayas Central Division, Social Security System, GF, Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City or at the address/location of the property as indicated in the Invitation to Bid.

4. A bidder may be allowed to withdraw his offer before the opening of the bid on or before **2:00pm of December 17, 2021**. His bid shall be returned unopened.
5. The Committee shall open all the bids received at the date, time and place set in the Invitation to Bid. Bidders or their authorized representatives may witness the proceedings. The Committee shall declare the highest bidder. There should be at least two (2) submitted bid of qualified bidders in order for the public bidding to proceed. The 10% bid bond shall be considered as advance payment. The second (2nd) highest bidder at his/her options may choose to refund or leave the 10% bid bond in case the highest bidder is disqualified during the post qualification stage and the same shall be returned upon conferment of Notice of Award to the winning bidder.
6. The Committee shall, within two (2) working days from the date of the opening of the bids, validate the authenticity of eligibility documents submitted by the highest bidder.
7. The winning bidder, if not disqualified after the post qualification stage, shall be given the official Notice of Award and shall be required to pay the award price, inclusive of all government taxes, fees, or duties, if any, and all incidents expenses, to the SSS within five (5) working days, from receipt of the said Notice.
8. A Contract of Sale shall be executed by the Disposal Committee and the Awardee as soon as the award price is paid.

H. Hauling of the Purchased Lot:

1. The winning bidder shall, at his own expense, be responsible for the packing, hauling, and loading of the purchased lot to be done at the place indicated in the Invitation to Bid and in the presence of the authorized SSS personnel.
2. One-day hauling of the purchased lot shall be done any day from Monday to Thursday during office hours (8:00 am to 4:00 pm), not later than ten (10) days from the date of the signing of the Contract of Sale aforementioned. If hauling cannot be completed within the specified time, the winning bidder can request for another one day for hauling provided that the request is justified and in writing.
3. Failure of the winning bidder to haul the purchased lot within the specified period shall result to the forfeiture of the payment/bid price in favor of the SSS.
4. The winning bidder shall guarantee the complete hauling and loading of all the property/equipment subject of the Contract, without any residual remaining within the premises of the SSS.