



Republic of the Philippines
SOCIAL SECURITY SYSTEM
Visayas West 1 Division
Lacson St., Bacolod City 6100, Negros Occidental
Tel. No. (034) 433-9434

DISPOSAL COMMITTEE

GROUND RULES

1. All eligibility required documents:
Envelope No. 1 (Sealed): Bidding Requirements <as specified in No. 6>
Envelope No. 2 (Sealed): Bid Tender Form <3 copies> with Bid Security <10% Bid Bond>
shall be placed in one Big sealed envelope by the prospective bidders and dropped in the **designated** Bid Box on **20 October 2023** from 8:00a.m. to 12:00pm at the Office of the Vice-President, Visayas West 1 Division, Social Security System, 2nd floor, SSS Building Bacolod City.
- The Big Sealed envelope will be labeled:
- 1.
- (For bidding the Office of the Head Items)
To the Chairperson, Disposal Committee.
Bidding of 84 Items Unserviceable Properties of Office of the Head
- 2.
- (For bidding Bacolod Branch Items)
To the Chairperson, Disposal Committee.
Bidding of 21 Items Unserviceable Properties of Bacolod Branch
- 3.
- (For bidding Bago Branch Items)
To the Chairperson, Disposal Committee.
Bidding of 68 Items Unserviceable Properties of Bago Branch
2. No eligibility required documents shall be received after 12:01pm of **20 October 2023** (Philippine Standard Time).
3. The bidder or his authorized representative with Special Power of Attorney (SPA) shall register with the Secretariat thru the Attendance Sheet prior to placing the envelopes in the designated bid box.
4. The Disposal Committee Chairperson shall open the bidding process at 2:00pm after the registration of the bidders, announcing the names of the attendees and in what capacity they are attending.
5. The Disposal Committee shall start the preliminary examination of eligibility requirements by calling the bidders in alphabetical order.
6. In the presence of the bidder/authorized representative with SPA, the Disposal Committee shall evaluate using a Checklist, the following requirements, which are duly initialed by the bidder per document:

BIDDERS	ANY PERSON	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
REQUIREMENTS: Certified True Copy (If submitting photocopy of documents, bring original during Opening of Bids for authentication purposes. The bidder shall affix his signature on all documents submitted.)	Latest Income Tax Return*	Valid Certificate of Registration from Dept of Trade & Industry	Articles of Partnership	Articles of Incorporation
	Certificate of Employment with Compensation *	2023 BPLO Certification/ Mayor’s Permit		
	Two (2) Valid government issued identification cards with photo and signature (SSS/GSIS UMID Card, Postal ID, Driver’s License, Philhealth ID, Pag-ibig ID, Voter’s ID, Passport, PRC ID, Firearm Registration Card, Senior Citizen ID			

*Any of the Two

7. All bids/proposals/quotations shall be signed by the bidder enclosed in a sealed envelope and dropped in the bid box.
8. The **Bid Security** in the form of cash or check (Certified Cashier's or Manager's Check), payable to the Social Security System, in the amount equivalent to ten percent (10%) of the total bid price shall be included in the sealed envelope together with the **Bid Tender Form** and **Bidding Requirements**.
9. Only those bids with complete eligibility requirements and the 10% bid security shall be considered.
10. The Bid Tender Form must be signed by the members of the Disposal Committee immediately after it is opened and announced.
11. During the opening of the bids, only the bidder or his duly authorized representative with SPA shall be allowed inside the bidding area. He shall refrain from making unnecessary remarks and remain seated during the entire bidding process.

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