



**SOCIAL SECURITY SYSTEM  
LUZON CENTRAL 2 DIVISION  
DISPOSAL COMMITTEE**  
SSS Building, Maimpis, City of San Fernando, Pampanga



**INVITATION TO BID**

**PUBLIC BIDDING FOR THE SALE AND DISPOSAL OF ONE (1) LOT OF VARIOUS  
UNSERVICEABLE PROPERTIES OF SSS DAU BRANCH**

The **SOCIAL SECURITY SYSTEM (SSS)**, thru the Disposal Committee of Luzon Central 2 Division, is inviting interested bidders for the public bidding of the following:

**A. Subject:**

**One (1) Lot - Various Unserviceable Properties of SSS Dau Branch**

| Qty      | Unit       | Storage Location          | Item No. | Description                        | Minimum Bid Price   |
|----------|------------|---------------------------|----------|------------------------------------|---------------------|
| <b>1</b> | <b>Lot</b> | <b>SSS<br/>Dau Branch</b> | 1        | Cabinet-Lateral Filing 4D          | <b>Php 4,805.96</b> |
|          |            |                           | 2        | Cabinet-Lateral Filing 4D          |                     |
|          |            |                           | 3        | Cabinet-Lateral Filing 4D          |                     |
|          |            |                           | 4        | Drawer – Mobile Pedestal All Steel |                     |
|          |            |                           | 5        | Drawer – Fixed                     |                     |
|          |            |                           | 6        | Drawer – Fixed                     |                     |
|          |            |                           | 7        | Drawer - Rolling Pedestal Mobile   |                     |
|          |            |                           | 8        | Drawer - Rolling Pedestal Mobile   |                     |
|          |            |                           | 9        | Drawer - Rolling Pedestal Mobile   |                     |
|          |            |                           | 10       | Drawer - Rolling Pedestal Mobile   |                     |
|          |            |                           | 11       | Drawer - Rolling Pedestal Mobile   |                     |
|          |            |                           | 12       | Chair – Posture                    |                     |
|          |            |                           | 13       | Chair – Posture                    |                     |
|          |            |                           | 14       | Chair – Posture                    |                     |
|          |            |                           | 15       | Chair – Posture                    |                     |
|          |            |                           | 16       | Chair – Posture                    |                     |
|          |            |                           | 17       | Chair – Posture                    |                     |
|          |            |                           | 18       | Chair – Teller’s High              |                     |
|          |            |                           | 19       | Chair Stacking                     |                     |
|          |            |                           | 20       | Table Counter                      |                     |
|          |            |                           | 21       | Table Counter                      |                     |
|          |            |                           | 22       | Gang Chair – 3-Seater              |                     |
|          |            |                           | 23       | Gang Chair – 3-Seater              |                     |
|          |            |                           | 24       | Gang Chair – 3-Seater              |                     |
|          |            |                           | 25       | Gang Chair – 3-Seater              |                     |
|          |            |                           | 26       | Gang Chair – 3-Seater              |                     |

| Qty | Unit | Storage Location | Item No. | Description                     | Minimum Bid Price |
|-----|------|------------------|----------|---------------------------------|-------------------|
|     |      |                  | 27       | Gang Chair – 3-Seater           |                   |
|     |      |                  | 28       | Gang Chair – 3-Seater           |                   |
|     |      |                  | 29       | Gang Chair – 3-Seater           |                   |
|     |      |                  | 30       | Gang Chair – 3-Seater           |                   |
|     |      |                  | 31       | Mobile Pedestal                 |                   |
|     |      |                  | 32       | Mobile Pedestal                 |                   |
|     |      |                  | 33       | Printer-Laser Epson Al-M300DN   |                   |
|     |      |                  | 34       | Printer-LaserJet Hp 2015d       |                   |
|     |      |                  | 35       | Printer-Epson LQ 300+           |                   |
|     |      |                  | 36       | Chair - S-5 Gang Molded Plastic |                   |
|     |      |                  | 37       | Chair - S-5 Gang Molded Plastic |                   |
|     |      |                  | 38       | Flatbed Scanner-Canon Lide      |                   |
|     |      |                  | 39       | Chair - Clerical                |                   |
|     |      |                  | 40       | Chair - Gang                    |                   |
|     |      |                  | 41       | Chair-Gang                      |                   |
|     |      |                  | 42       | Free Standing Table             |                   |
|     |      |                  | 43       | Free Standing Table             |                   |

**B. Condition: “As is, Where is” basis.**

**C. Location and Site of Inspection:** Unserviceable properties can be inspected at SSS Dau Branch on April 30 to May 09, 2024, from 8:00AM to 5:00PM located G/F and 2/F Puregold Dau Building, Mac Arthur Highway, Dau, Mabalacat, Pampanga

**D. Schedule of Activities:**

| Activities   | Date                    | Venue   | Time                |
|--|-------------------------|---|---------------------|
| Posting of Invitation to Bid in the SSS official website and all LC2 Branches and other conspicuous places | April 30 to May 9, 2024 | N/A   | N/A                 |
| Site Inspection  | May 10 & 13, 2024       | SSS Dau Branch  | 8:00 AM to 5:00 PM  |
| Pre-Bid Conference   | May 14, 2024            | To be conducted online thru MS Teams                  | 2:00 PM             |
| Submission of Eligibility Requirements and Bid Tender Form   | May 17, 2024            | Office of the Division Head, Luzon Central 2 Division | 8:00 AM to 12:00 NN |
| Opening of Bids  | May 17, 2024            | Office of the Division Head, Luzon Central 2 Division | 1:30 PM             |

**E. Eligibility of Bidders:** The public bidding is open to everyone except SSS employees.

| BIDDERS      | INDIVIDUAL  | SOLE PROPRIETORSHIP   | PARTNERSHIP             | CORPORATION               |
|--------------|---|---|-------------------------|---------------------------|
| REQUIREMENTS | 1. Latest Income Tax Return/BIR Form 2306*  | DTI Certification   | Articles of Partnership | Articles of Incorporation |
|              | 2. Certificate of Employment with Compensation or Bank Certificate*   | 1. 2024 Business Permit Licensing Office Certification / Mayor's Permit<br>2. Valid Tax Clearance Certificate |                         |                           |
|              | 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, BIR TIN, Passport, PRC ID, Phil ID, Firearm Registration Card, Senior Citizen ID) |   |                         |                           |

**\*Any of the two**

**Notes:** If submitting photocopy of documents, bring original copies during Opening of Bids for authentication purposes.

**F. Bid Documents:** Bid Tender Forms shall be given to all interested parties from April 30 to May 09, 2024.

**G. Submission of Bids:** Bidders shall submit a sealed documentary envelope containing the **Bidder's Eligibility Requirements (Envelope A)** and the **properly accomplished Bid Tender Form together with the Bid Bond in the form of Manager's/Cashier's Check or Cash equivalent to Ten percent (10%) of the total bid price (Envelope B)**.

**H. Opening of Bids:** The Committee shall open all bids received at the time, date, and place set in the Invitation to Bid. Bidders or their authorized representatives with valid authorization shall witness the proceedings.

**I. Evaluation of the Bids:** The SSS reserves the right to reject any or all bids without offering any reason, to waive any formality or technicality, to determine and to award to any bidder with the highest complying bid and whose proposal is deemed most advantageous to the SSS, provided the offer is not less than the minimum bid price. The SSS neither assumes any obligation for any loss whatsoever that may be incurred by the bidders in the preparation of their respective bids nor does the SSS guarantee that an award will be made.

**J. Other Inquiries:** Please direct your inquiries to the following.

1. **MARIA CAROLINA Y. SITSON**, Disposal Committee Secretariat at the 2<sup>nd</sup> Floor, SSS Pampanga Branch Building, Maimpis, City of San Fernando, Pampanga  
Tel No. (045) 455-5359  
Email address: [sitsonmy@sss.gov.ph](mailto:sitsonmy@sss.gov.ph).
2. **PRINCESS S. JACINTO**, Corporate Executive Officer I, SSS Dau Branch, G/F and 2/F Puregold Dau Building, Mac Arthur Highway, Dau, Mabalacat, Pampanga  
Tel No. (045) 404-2129  
Email address: [jacintops@sss.gov.ph](mailto:jacintops@sss.gov.ph).

**Date:** 18 April 2024

  
**GLORIA CORAZON M. ANDRADA**  
Chairperson, LC2 Disposal Committee