



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

TERMS OF REFERENCE OF THE PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF THE FOLLOWING:

A. Subject

Lot #	Properties for Disposal: Unserviceable Furniture & Equipment	
Lot No. 1	84 items	Office of the Head, Visayas West 1 Division
Lot No. 2	21 items	Bacolod Branch
Lot No. 3	68 items	Bago Branch

Schedule of Activities:

Activity	Date	Time	Venue
1. Publication of Invitation To Bid	10 – 13 October 2023		Posted in conspicuous places in public areas of Bacolod and Bago Cities, nearby cities and municipalities; SSS Website
2. Issuance of Bid Document: Bid Tender Form	16 –19 October 2023	8:00am – 4:00pm	Lot No. 1: Office of the Head, 2 nd Floor SSS Bacolod Branch Bldg; Lot No. 2: Administrative Section, 3rd Floor SSS Bacolod Branch Bldg; Lot No. 3: SSS Bago Branch
3. Site Inspection of Unserviceable Properties for Disposal	16 – 19 October 2023	8:00am – 4:00pm	
5. Submission of Sealed Bids	20 October 2023	8:00am – 12:00pm	OVP 2 nd Floor SSS Bacolod Branch, 2 nd Lacson St., Bacolod City
6. Opening of Sealed Bids	20 October 2023	2:00pm	Annex Building, SSS Bacolod Branch, 2 nd Lacson St., Bacolod City

B. Condition : “As Is, Where is” basis. All interested Bidders shall issue a Bid Security equivalent to ten percent (10%) of the Total Bid Price upon submission of sealed bid.

C. Location : Lot No. 1: Office of the Head, 2nd Floor, SSS Bacolod Branch Bldg, Bacolod City
Lot No. 2: Administrative Section,3rd Flr, SSS Bacolod Branch Bldg, Bacolod City
Lot No. 3: SSS Bago Branch

D. Minimum Bid Price : Lot No. 1: 45,361.74
Lot No. 2: 40,441.03
Lot No. 3: 60,417.89

The award shall be given to the highest complying bidder, as determined by the Committee.

E. Payment : Payments shall be strictly in Cash or Certified Cashier’s/Manager’s Check payable to the Social Security System. 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 West 1 Division Disposal Committee.

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

BIDDERS	ANY PERSON	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
REQUIREMENTS: Certified True Copy <i>(If submitting photocopy of documents, bring original during Opening of Bids for authentication purposes. The bidder shall affix his signature on all documents submitted.)</i>	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

- G. Procedure of Bidding:**
- Every bidder must submit two (2) separate sealed envelopes with label containing the following:
 - *1st Envelope - Eligibility Requirements as stated above: “Application for Pre-qualification for **Public Auction/Bidding for the Sale and Disposal of Unserviceable Properties**
 - *2nd Envelope - Bid Security in the form of Certified Manager’s/Cashier’s Check or Cash equivalent to 10% of the total bid price; and properly accomplished Bid Tender Form(Sealed).

These two envelopes will be placed inside ONE BIG Envelope with proper label:

- (For bidding the Office of the Head Items)
To the Chairperson, Disposal Committee.
Bidding of 84 Items Unserviceable Properties of Office of the Head
- (For bidding Bacolod Branch Items)
To the Chairperson, Disposal Committee.
Bidding of 21 Items Unserviceable Properties of Bacolod Branch
- (For bidding Bago Branch Items)
To the Chairperson, Disposal Committee.
Bidding of 68 Items Unserviceable Properties of Bago Branch

Envelopes should be submitted to the Secretariat of the Committee on or before 12:00pm, **20 October 2023** at the Office of the Vice-President, Visayas West 1 Division, 2nd Fl, SSS Bacolod Branch Building, 2nd Lacson St, Bacolod City.

- A bidder may be allowed to withdraw his offer before the opening of the bid on or before 2:00pm of **20 October 2023**. His bid shall be returned unopened.

3. 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 security shall be considered as advance payment. The second (2nd) highest bidder at his/her options may choose to refund or leave the 10% bid security 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.
4. 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.
5. 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 incidental expenses, to the SSS within five (5) working days, from receipt of the said Notice.
6. A Deed of Absolute Sale shall be executed by the Social Security System 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 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 (9:00am to 4:00pm), not later than ten (10) days from the date of receipt of the Deed of Absolute Sale duly reviewed by OGCC thru DCD. If hauling cannot be completed within the specific 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.