



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
 East Avenue, Diliman, Quezon City
 Tel. Nos. (632)8920-6401*(632)8920-6446

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Invitation to Bid
ITB-SSS-Goods-2020-032

**PROCUREMENT OF VARIOUS OFFICE EQUIPMENT FOR CY
 2020**

| 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 |
| <i>Lot 1 – Dater with Inscription</i> <i>P 1,070,160.00</i> <i>Approved 2020 Corporate Operating Budget – MOOE with code PAP (27) on the 2020 Annual Procurement Plan (APP) and included in the January to March Updates</i> | <i>60 Calendar Days upon receipt of Purchase Order</i> | <i>P 1,000.00</i> | <i>October 23, 2020 (Friday) 2:30pm</i> | <i>November 4, 2020 (Wednesday) 2:00pm</i> |
| <i>Lot 2 – Self-Inking Stamp with Inscription</i> <i>P 293,180.00</i> <i>Approved 2020 Corporate Operating Budget – MOOE with code PAP (91) on the 2020 APP and included in the January & March Updates</i> | <i>60 Calendar Days upon receipt of Purchase Order</i> | <i>P 500.00</i> | | |
| <i>Lot 3 – Stapler</i> <i>P 656,082.00</i> <i>Approved 2020 Corporate Operating Budget – MOOE with code PAP (95) on the 2020 APP and included in the January & March Updates</i> | <i>45 Calendar Days upon receipt of Purchase Order</i> | <i>P 500.00</i> | | |
| <i>Lot 4 – Paper Shredder (Standard)</i> <i>P 480,000.00</i> <i>Approved 2020 Corporate Operating Budget – MOOE with code PAP (78) on the 2020 APP</i> | <i>45 Calendar Days upon receipt of Purchase Order</i> | <i>P 500.00</i> | | |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------|-----------------------------------------------------------|
| <p><i>Lot 5 – Shredder Machine (Heavy Duty)</i></p> <p><i>P 2,194,500.00</i></p> <p><i>Approved 2020 Corporate Operating Budget – MOOE with code PAP (79) on the 2020 APP</i></p> | <p><i>45 Calendar Days upon receipt of Purchase Order</i></p> | <p><i>P 2,200.00</i></p> | <p><i>October 23, 2020 (Friday) 2:30pm</i></p> | <p><i>November 4, 2020 (Wednesday) 2:00pm</i></p> |
| <p><i>Lot 6 – Emergency Light</i></p> <p><i>P 330,150.00</i></p> <p><i>Approved 2020 Corporate Operating Budget – MOOE included in the March & June (1st) Updates</i></p> | <p><i>45 Calendar Days upon receipt of Purchase Order</i></p> | <p><i>P 500.00</i></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 14 October 2020** 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 22 October 2020, 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 18.

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 Section 41 of RA 9184 and its IRR, 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; 8920-6401 local 5492 or 6382

Email – bac@sss.gov.ph

**THE VICE-CHAIRPERSON
BIDS & AWARDS COMMITTEE**

