



SOCIAL SECURITY SYSTEM  
**LUZON CENTRAL 1 DIVISION**  
**Disposal Committee**

SSS Tarlac Bldg., Macabulos Drive, San Vicente, Tarlac City

**INVITATION FOR NEGOTIATED SALE AND DISPOSAL OF ONE (1) LOT OF UNSERVICEABLE PROPERTIES OF SSS TARLAC, OVP LC1 AND TARLAC PROCESSING CENTER**

The SOCIAL SECURITY SYSTEM (SSS), thru the Disposal Committee of Luzon Central 1 Division, is inviting interested bidders for the negotiated sale of the following:

**A. Subject** : Negotiated Sale for the disposal by “lot” of the following:

Lot 1 – Unserviceable Properties of SSS Tarlac, OVP LC1 and Tarlac Processing Center.

**Please see Annex A**

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

**C. Location and Site of Inspection:** Unserviceable properties can be inspected at SSS Tarlac Branch, OVP Luzon Central 1, and Tarlac Processing Center on June 04 - 05, 2024, from 8:00 AM to 5:00 PM. Below are the addresses and contact persons.

**1. SSS Tarlac Branch and OVP LC1 – SSS Bldg., Macabulos Drive, San Vicente, Tarlac City**

Contact Person:  
MS. MA. TERESA C. SALUDADEZ, Administrative Section SSS Tarlac Branch  
Tel. No. (045) 982-3402,  
Email address: [tarlac@sss.gov.ph](mailto:tarlac@sss.gov.ph).

**2. OVP Luzon Central 1 – SSS Bldg., Macabulos Drive, San Vicente, Tarlac City**

Contact Person:  
MR. MARCELINO SANTOS, Administrative Section, OVP Luzon Central 1 Division,  
Tel No. (045) 982-6967  
Email address: [luzoncentral@sss.gov.ph](mailto:luzoncentral@sss.gov.ph).

**3. SSS Tarlac Processing Center , Belfort Bldg., Zamora St., Brgy. San Roque, Tarlac City**

Contact Person:  
MR. RICHARD ALAN Y. CARTEL, Administrative Section, SSS Tarlac Processing Center  
CP No. 0985-245-2383  
Email address: [sancarlos Pangasinan@sss.gov.ph](mailto:sancarlos Pangasinan@sss.gov.ph)

**D. Schedule of Activities:**

Activities	Date	Time/Place
Posting of the Invitation for Negotiated Offer to Purchase to the official SSS Website, all LC1 Branches and other conspicuous places	10 Working Days (May 24 – Jun. 03, 2024)	n/a
Site Inspection of Unserviceable Properties Located at Tarlac Branch and Tarlac Processing	Jun. 04 – 05, 2024	SSS Tarlac Branch Building and Tarlac Processing Center

Period of Acceptance of Negotiated Offer to Purchase Form	Jun. 06 – Jun. 14, 2024	8 to 5 PM at the following office: SSS Tarlac Branch and Office of the VP, Luzon Central 1 Division
Evaluation of Submitted Offer to Purchase	Jun. 15, 2024	Office of the VP, Luzon Central 1 Division, 2 <sup>nd</sup> Flr. Tarlac Branch Bldg., Macabulos Drive, San Vicente Tarlac City.
Post Qualification	Jun. 16-17, 2024	n/a
Issuance of Notice of Award	Jun. 20, 2024	n/a
Full Payment	Within five (5) working days from receipt of the Notice of Award	8AM to 4 PM at the Office of the VP, Luzon Central 1 Division
Claiming of Award	Within five (5) working days from the signing of the Deed of Absolute Sale	8AM to 4 PM at SSS Tarlac Branch, OVP Luzon Cenntral 1 and Tarlac Processing Center

D. Eligibility Requirements : The Negotiated Sale shall be open to everyone except SSS employees:

BIDDERS	INDIVIDUAL	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
REQUIREMENTS	1. Latest Income Tax Return*	DTI Certification	Articles of Partnership	Articles of Incorporation
	2. Certificate of Employment with Compensation or Bank Certificate*	1. 2024 BPLO Certification/Mayor’s Permit 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, Passport, PRC ID, Firearm Registration Card, Senior Citizen ID			

**\*Any of the two**

*Notes: If submitting photocopies of documents, please bring the original copies for authentication purposes. The Offeror shall affix their signature on all documents submitted.*

E. Submission of a negotiated offer to purchase:

Interested parties shall submit a sealed documentary envelope containing the following:


- Duly accomplished Negotiated Offer to Purchase Form.
- Eligibility Requirements as stated above.
- Submit Bid Security equivalent to ten percent (10%) of the offered price for each lot you wish to purchase.

The sealed envelope shall be labeled as **“Application for the Negotiated Offer to Purchase Unserviceable Properties of SSS Tarlac Branch, OVP, Luzon Central 1 and Tarlac PC”**.

F. Evaluation of Offer to Purchase: The Committee shall evaluate all offers to purchase and validate the completeness of eligibility documents submitted at the date, time, and place set in the Invitation for Negotiated Sale. The Committee shall declare the highest eligible Offeror. The Bid Security of the winning offeror shall be considered as advance payment.

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

1. **RUEL M. DE GUZMAN**, Disposal Committee Secretariat at the 2<sup>nd</sup> Floor, SSS Tarlac Branch Building,  
Macabulos Drive, San Vicente, Tarlac City  
Tel No. (045) 982-6967, CP No. 0917- 622-6160  
email address: deguzmanrm@sss.gov.ph.



**VP VILMA P. AGAPITO**  
Chairperson, Disposal Committee