



ROPA & ACQUIRED ASSETS DEPARTMENT

5/F, SSS Bldg., East Avenue, Diliman, Quezon City
Tel. Nos. (632) 8924-7826 / (632) 8920-6446 local 6114/6113



PROJECT : LEASE THROUGH PUBLIC BIDDING OF A 400 SQ.M. PORTION OF
SSS-OWNED TACLOBAN PROPERTY
SUBJECT : BID BULLETIN NO. 1
DATE : 07 JUNE 2024

The ROPAAAD approved the SSS clarifications to the queries raised by an interested bidder, to wit:

	ISSUES/CONCERNS OF THE BIDDERS	REPLY/RECOMMENDATION
1.	Inclusion of the Certificate of Notarial Commission (Notary Public) in the documentary requirements to be submitted by the Prospective Lessee/Bidder.	Updated the checklist of documentary requirements. The Certificate of Notarial Commissions should be included in the First Envelope containing the Eligibility Documents.
2.	Clarification of the amount of Bid Price in the Bid Proposal Form, whether VAT exclusive and VAT inclusive	Included in the Bid Proposal Form both VAT exclusive and VAT inclusive
3.	Correction on page 5 of the Terms of Reference under Part V. LEASE TERMS AND CONDITIONS, Item A. Lease Term from five (5) years to one (1) year.	Lease term indicated in the Invitation to Bid is one (1) year. Will request to post an updated version of the TOR in the SSS website
4.	Provision of template of documentary forms in MS Word format	MS Word format of the documentary forms will be provided to the Prospective Lessee/Bidder through email upon request.
5.	Inquiry on the submission of the documentary requirements, whether original or certified true copies.	The notarized documents shall be submitted in original copies but the rest of the documentary requirements must be submitted as certified true copies and duly signed.

Prepared by:


BRENDA G. PERTIS
Social Security Officer V

Approved by:


CYRUS CAESAR D. LOZANO
Concurrent Acting Head and
Corporate Executive Officer IV

CHECKLIST OF DOCUMENTS

Eligibility Documents to be contained in the First Envelope	
For Company/Business or Individual:	
1. Duly notarized Eligibility Statement	
(8)	Certification under oath by the PL or its authorized representative that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original , complete, and that all statements and information provided therein are true and correct.
(9)	A letter or Certification under oath by the PL or its authorized representative authorizing SSS or its duly authorized representative/s to verify all of the documents submitted and authorizing SSS to check or review, at any time during the evaluation process, other relevant information affecting the PL or the Lease Proposal and should such review uncover any misrepresentations made in the Eligibility Documents or the Bid Proposal, or any change in the situation of the PL (including all the members of the JV or consortium), which affects the substance of its Lease Proposal, SSS may disqualify the PL from the bidding procedures and forfeit the PS, if posted.
2. Waiver of right to seek legal remedies	
3. Sworn affidavit of the PL or its duly authorized representative stating that he/she or any officer of its corporation/ partnership/ institution/JV or consortium members, is not related within the third civil degree of consanguinity or affinity to any members of the SSC, the PCEO, any of the approving/recommending authorities or any of the employees of the AMD	
4. Application to Lease Investment Property (ALIP)	
5. Bank Statement with cash balance as stated in this TOR or a committed Line of Credit from a reputable Commercial/Universal Bank with amount as stated in this TOR;	
6. Proof of Checking Account under the PL's name for issuance of post-dated checks;	
7. Any government-issued identification card (SSS, GSIS, UMID, Passport, Driver's License).	
8. Certified True Copy of Certificate of Notarial Commission	
For Company/Business	
9. Registration Certificate from Securities and Exchange Commission (SEC) for corporations and partnerships, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or a license to do business in the Philippines, if foreign entity;	
10. Articles of Incorporation/ Partnership and By-Laws of the Prospective Lessee (PL) as amended by the latest amendments, or revisions if any;	
11. Mayor's or Business permit issued by the city or municipality where the principal place of business of the PL is located;	

12. A Board Resolution duly certified by the PL's Corporate Secretary, if applicable, expressly authorizing the corporation's participation in the bidding process, nominating, appointing and authorizing a representative to communicate, represent, sign and execute contracts and other documents relative thereto;
13. Valid Tax Clearance issued by the BIR or proof of filing . In case of "proof of filing" the PL shall still be required to submit a valid Tax Clearance within the prescribed period from receipt of SSS notice;
14. Certified True Copy of the following documents by the BIR: <ul style="list-style-type: none"> i. Income tax return (ITR) together with the Financial Statements for the year 2023; and/or ii. Business tax returns (e.g. Value Added Tax returns and/or percentage tax returns) for the last six (6) months.
15. If a JV or consortium, the PL (including all its JV/consortium members) shall submit to SSS a copy of the duly notarized JV Agreement/Memorandum of Agreement/ Understanding which: <ul style="list-style-type: none"> i. briefly describes the JV/consortium, the individual members of the JV/consortium and the extent of the participation of each member; ii. identified the lead member of the JV/consortium who is authorized by all members to represent and sign any and all documents related to this process, receive notices/instructions and to make payments for and on behalf of the JV/consortium; and iii. provides that the members shall be jointly and severally liable for the obligations of the PL under the award/COL. <p>SSS requires that each and every JV or consortium member shall submit all of the above Eligibility Documents, or, in the case of a foreign entity, its appropriate equivalent document, if any, issued by the foreign entity's country. All equivalent foreign documents must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the documents if they are in other foreign languages. All PLs, including all members of the JV or consortium, shall be subject to the eligibility requirements.</p>
If an Individual bidder (NON-BUSINESS), in addition to the above-mentioned:
<ul style="list-style-type: none"> 1. Certificate of Employment and Compensation (CEC) or Certification Under Oath of Source of Income; 2. Latest Income Tax Return (ITR), if applicable;
If a Government Entity:
<ul style="list-style-type: none"> 1. Application to Lease Investment Property (ALIP); 2. Board Resolution authorizing the lease transaction as well as the authorized signatory to enter/sign/execute the COL); 3. Copy of the applicable law creating the government entity; and 4. Proof of fund availability.

Bid Proposal (to be contained in the Second Envelope)
1. Bid Proposal
2. Proposal Security (in Cash or Manager's Check)
3. Proposal Securing Declaration

BID PROPOSAL

Date: _____

AR. CYRUS CAESAR D. LOZANO
Concurrent Acting Head and CEO IV
ROPA and Acquired Assets Department
5th Floor, SSS Main Building, East Avenue
Diliman, Quezon City

Dear Sir:

I/We refer to the invitation of the Social Security System to Prospective Lessees to apply for eligibility and submit competitive lease proposal for the **One (1)-Year Lease of a 400 sq.m. portion of the SSS-owned Tacloban Property** located inside UP Tacloban Compound, along Army Road, Brgy. 56-A, Downtown, Tacloban City, Leyte.

Relative thereto, our company (state name of the Corporation/Lead Member Corporation), hereby, formally submits this lease proposal:

Bid Price/Rental Rate:

_____	_____	_____
<i>Php per square meter,</i>	<i>total amount in words</i>	<i>total amount in figures,</i>
<i>(12% VAT exclusive, payable thru Cash or Manager's Check)</i>		

_____	_____	_____
<i>Php per square meter,</i>	<i>total amount in words</i>	<i>total amount in figures,</i>
<i>(12% VAT inclusive, payable thru Cash or Manager's Check)</i>		

The undersigned is duly authorized by the Company to make this proposal for and on its behalf.

Submitted by:

(signature)

Name of Authorized Representative

Position