



SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of GOODS

**MEALS FOR VARIOUS EVENTS FOR
MAIN OFFICE AND NCR GROUP**

ITB-SSS-GOODS-2023-023

MAY 2023

Government of the Republic of the Philippines

A handwritten signature in blue ink, appearing to read "Wendelino V. Comboy Jr.", positioned above the printed name.

WENDELINO V. COMBOY JR.

TWG Chairperson

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations3

Section I. Invitation to Bid.....6

Section II. Instructions to Bidders.....9

1. Scope of Bid10

2. Funding Information..... 10

3. Bidding Requirements 10

4. Corrupt, Fraudulent, Collusive, and Coercive Practices 10

5. Eligible Bidders..... 10

6. Origin of Goods 11

7. Subcontracts 11

8. Pre-Bid Conference 11

9. Clarification and Amendment of Bidding Documents 12

10. Documents comprising the Bid: Eligibility and Technical Components12

11. Documents comprising the Bid: Financial Component 12

12. Bid Prices 12

13. Bid and Payment Currencies13

14. Bid Security 13

15. Sealing and Marking of Bids13

16. Deadline for Submission of Bids 13

17. Opening and Preliminary Examination of Bids 14

18. Domestic Preference 14

19. Detailed Evaluation and Comparison of Bids 14

20. Post-Qualification 15

21. Signing of the Contract 15

Section III. Bid Data Sheet15

Section IV. General Conditions of Contract19

1. Scope of Contract 19

2. Advance Payment and Terms of Payment 19

3. Performance Security 19

4. Inspection and Tests 19

5. Warranty 19

6. Liability of the Supplier 20

Section V. Special Conditions of Contract22

Section VI. Schedule of Requirements31

Section VII. Technical Specifications32

Section VIII. Checklist of Technical and Financial Documents33



Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

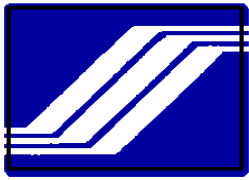
SLCC – Single Largest Completed Contract.

SSS – Social Security System

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nation

Section I. Invitation to Bid



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
Tel. Nos. (632)8709-7198*(632)8920-6446
E-mail: member_relations@sss.gov.ph*Website <http://www.sss.gov.ph>

Invitation to Bid
ITB-SSS-Goods-2023-023

**MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND
NCR GROUP**

<i>Approved Budget for the Contract (ABC) & Source of Fund</i>	<i>Delivery/ Completion Period</i>	<i>Price of Bid Documents (non- refundable)</i>	<i>Schedule of Activities Date/Time</i>	
			<i>Pre-bid Conference</i>	<i>Deadline of submission and receipt of bids</i>
₱6,240,400.00 Lot 1 – Main Office ₱5,300,425.00 Lot 2 – NCR Group ₱939,975.00 2023 Corporate Operating Budget – MOOE with Code PAP 2023-0258 of the Annual Procurement Plan (APP)	One (1) year upon receipt of Notice to Proceed and signed contract	₱6,000.00 ₱1,000.00	May 18, 2023 (Thursday) 2:30pm	June 1, 2023 (Thursday) 2:00pm

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 **10 May 2023 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 17 May 2023, 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 14.

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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, 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; 8709-7198 local 5492/6382
Email – bac@sss.gov.ph

12. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting **10 May 2023**.


THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: itb-sss-goods-2023-023-Meals for Various Events



Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Social Security System*, wishes to receive Bids for the procurement of Meals for Various Events for Main Office and NCR Group with identification number *ITB-SSS-Goods-2023-023*.

The Procurement Project (referred to herein as “Project”) is composed of *two lots*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for *CY2023* in the amount of Six Million Two Hundred Forty Thousand Four Hundred Pesos Only (₱6,240,400.00).
- 2.2. The source of funding is: Approved 2023 Corporate Operating Budget – MOOE with Code PAP 2023-0258 of the APP.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - b. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
 - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%)* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City and/or through online conference using Microsoft Teams** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for **One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening.** Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Procurement of Meals</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>								
7.1	Not applicable.								
12	The price of the Goods shall be quoted DDP to be delivered in the SSS Main Office and NCR Divisions/Branch for various offices of this Project (Annex “B”).								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table> <tr> <th>Form of Bid Security</th><th>Amount of Bid Security (Not less than the Percentage of the ABC)</th></tr> <tr> <td>Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.</td><td>Two percent (2%) or Lot 1 - ₱106,008.50 Lot 2 - ₱ 18,799.50</td></tr> <tr> <td>Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td><td>Five percent (5%) or Lot 1 - ₱265,021.25 Lot 2 - ₱ 46,998.75</td></tr> <tr> <td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td></td></tr> </table> <p>* Bank issued securities must be issued by a universal/commercial bank.</p> <p>* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p>* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (2%) or Lot 1 - ₱106,008.50 Lot 2 - ₱ 18,799.50	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%) or Lot 1 - ₱265,021.25 Lot 2 - ₱ 46,998.75	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	
Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)								
Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (2%) or Lot 1 - ₱106,008.50 Lot 2 - ₱ 18,799.50								
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%) or Lot 1 - ₱265,021.25 Lot 2 - ₱ 46,998.75								
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.									
19.3	<p>The ABC per lot is:</p> <p>Lot 1 - ₱5,300,425.00</p> <p>Lot 2 - ₱ 939,975.00</p> <p>Any bid with a financial component exceeding the ABC per lot shall not be accepted</p>								
20.1	Not Applicable.								

Anthony G.

20.2	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"> 1. Registration certificate from Securities and Exchange Commission (SEC) for corporation including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document 2. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; 3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR) 4. Latest Audited Financial Statements 5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS); 6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months prior to the submission & opening of bids filed electronically (EFPS);
21.1	Not applicable.



Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

A handwritten signature in blue ink, appearing to read "Anthony J.", is located in the bottom right corner of the page.

Special Conditions of Contract

GCC Clause	
1.0	<p>Scope of Services:</p> <p>The Caterer/Service Provider shall:</p> <ol style="list-style-type: none"> 1. Provide food and services for the number of participants as required in the Annex “A” of the Section VI. Schedule of Requirements, to be confirmed by the authorized representative of each event/activity at least three (3) days prior to the scheduled meeting/seminar/official function or one (1) day for emergency events. 2. Cancel or reschedule the serving of the food when the meetings/seminars/trainings/official function is cancelled/rescheduled, provided that a notice is given at least three (3) days prior to scheduled meeting/training/activity. 3. In case of more than one-day training/event, the service provider shall increase or decrease the number of meals based on the advice of the authorized representative not later than 3:00 P.M. of the first day; 4. SSS accepts no liability for the damage of the goods during transit, risk will be deemed to have passed only upon receipt and final acceptance of goods. 5. Not to substitute the menu confirmed by the authorized representative, unless with prior approval; 6. Set-up the following, or as required by the authorized representative: <ul style="list-style-type: none"> • Buffet Tables; • Chairs with appropriate skirting; • Appropriate number of waiters/waitress; 7. Provide clean and/or sterile dining utensils but not limited to the following; <ul style="list-style-type: none"> • Glasses, glass rack, cups, pitchers; • Plates, bowls; • Spoons, forks, knives; • Serving spoons; • Table napkins; • Food pans/food warmers, trays, ice bucket. 8. Serves the food in accordance with the menu and schedule agreed upon by the authorized representative. 9. In case of food poisoning and or the foods/beverages offered and served by the supplier are no longer fit for human consumption that may cause harm or other health issues to SSS employees or other individuals, the supplier shall be liable for damages. 10. Maintain a high standard of sanitation and cleanliness of the dining area and its immediate surroundings at all times adopting the policy of “Clean as you go”. 11. No washing of utensils during or after the events in the SSS premises.



MEALS TO BE SERVED:

AM/PM SNACKS

P200.00 Cost/serving

Pasta or sandwiches or assorted kakanin with fresh fruits; Juice/brewed coffee and bottled water

P150.00 Cost/serving

Bread/Sandwich/Breads with stuffing/Burgers Rice, Viand (egg, sausage), Pasta/Noodles, Salad; Tapsilog /Pork/Beef,/Chicken meat/Assorted Kakanin; and Canned soda /Coffee /Tea /Juice / Bottled Water; and Fresh fruits/Chips/ any dessert

P125.00 Cost/serving

Sandwich/Bread,/Open-faced sandwiches/ Assorted Dimsum, Coffee/Tea/Juice

P75.00 Cost/serving

Snacks/Bread/fruits/Hard-boiled egg/bottled water (snacks should be individually packed)

P50.00 Cost/serving

Arozcado/Sopas/Beef/Chicken Mami/Spaghetti/Pancit/Baked Mac/Champorado; and Juice/bottled water

LUNCH

P1,000.00 Cost/serving

Appetizer (Soup, Salad, etc.) Main Course: Chicken, beef/pork, seafood, vegetable; dessert; Water, Coffee and juice/Soda in can

P350.00 Cost/serving

Soup, rice, fish with vegetables and meat; desserts, Bottled water/juice/Soda in can

P300.00 Cost/serving

Rice with Chicken, seafood/ Pork/Beef: vegetable; Juice/Iced Tea/ Bottled Water

P275.00 Cost/serving

Rice, Beef/Chicken/Pork, Fish, Vegetable, Dessert, Juice/ Soda and Bottled Water

P250.00 Cost/serving

Rice, Beef/Chicken/Pork, Fish, Vegetable, Dessert, Juice/ Soda and Bottled Water

P200.00 Cost/serving

Rice, Pork/ beef/ chicken/ fish, vegetable, Juice/ Soda/ Water; and Dessert

P150.00 Cost/serving

Rice, 1 Viand (fish/chicken/pork/beef), Dessert, Juice/soft drinks/bottled water

P100.00 Cost/serving

Rice, 1Viand (fish/chicken/pork/beef), Juice/Ice Tea

DINNER

P300.00 Cost/serving

Rice with Chicken/Fish/ Pork/Beef Viand (at least 2); Juice/Iced Tea/ Bottled Water; fresh fruits/ dessert

P150.00 Cost/serving

Beef/pork/chicken, vegetable, fruits and soda/Juice

	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Caterer/service provider shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.</p> <p>Delivery time of the food to be served shall be as follows:</p> <p>AM Snacks – not later than 10:00am</p> <p>Lunch – not later than 12:00noon</p> <p>PM Snacks – not later than 3:00pm</p> <p>Dinner - not later than 6:00pm</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Mr. Wendelino V. Comboy Jr., Department Manager III or Mr. Elpidio T. Salcedo, CEO II, Office Services Department (OSD) or other authorized representative.</p> <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
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	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available, but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>										
2.2	<p>The terms of payment shall be as follows: Partial Payment of the contract price shall be allowed upon submission of complete billing documents which shall be credited to the LANDBANK or DBP or any choice of bank account subject to applicable bank charges of the winning bidder.</p> <p>The Supplier shall submit monthly billings (based on the actual catering services performed/served) and supporting documents to authorized representatives.</p> <p>The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.</p> <p>Payment using Letter of Credit is not allowed.</p>										
4	<p>The inspections and tests that will be conducted are:</p> <p><u>During Post-qualification;</u></p> <p>a) The caterer/service provider shall be subjected to ocular inspection and food tasting which be rated on the following criteria:</p> <table><tr><td>1. Taste of food</td><td>- 50% (not salty, not too sweet, malinamnam)</td></tr><tr><td>2. Quantity of food</td><td>- 35% (weight)</td></tr><tr><td>3. Presentation</td><td>- 15%</td></tr><tr><td>Total</td><td>100%</td></tr><tr><td>Passing Rate</td><td>- 85%</td></tr></table>	1. Taste of food	- 50% (not salty, not too sweet, malinamnam)	2. Quantity of food	- 35% (weight)	3. Presentation	- 15%	Total	100%	Passing Rate	- 85%
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3. Presentation	- 15%										
Total	100%										
Passing Rate	- 85%										

6	<p data-bbox="365 191 690 2272">Liability of the Supplier</p> <p data-bbox="381 269 1474 667">1. CONFIDENTIALITY. Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.</p> <p data-bbox="427 705 1474 775">The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> <p data-bbox="381 812 1474 1024">2. MERGER AND CONSOLIDATION. In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement.</p> <p data-bbox="381 1061 1474 1206">3. FORCE MAJEURE. SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.</p> <p data-bbox="427 1243 1474 1567">For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p data-bbox="427 1604 1474 1784">If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> <p data-bbox="381 1821 1474 1966">4. NON-ASSIGNMENT. SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.</p> <p data-bbox="381 2003 1474 2252">5. WAIVER. Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.</p>
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	<p>6. CUMULATIVE REMEDIES. Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.</p> <p>7. NO EMPLOYER-EMPLOYEE RELATIONSHIP. It is expressly and manifestly understood and agreed upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER.</p> <p>The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.</p> <p>8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.</p> <p>9. COMPLIANCE WITH SS LAW. SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans, shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from SUPPLIER's receivables under this Agreement.</p> <p>Further, prescription does not run against SSS for its failure to demand SS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.</p> <p>10. COMPLIANCE WITH LABOR LAWS. SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.</p>
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	<p>It is agreed further, that prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.</p> <p>11. COMPLIANCE WITH TAX LAWS. SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.</p> <p>As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government.</p> <p>SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.</p> <p>12. LIQUIDATED DAMAGES. If SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.</p> <p>13. HOLD FREE and HARMLESS. SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.</p> <p>SUPPLIER hereby full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to SUPPLIER's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER's obligations under this Agreement.</p> <p>14. SETTLEMENT OF DISPUTES. If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p>
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	<p>If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the “Arbitration Law” and RA No. 9285, otherwise known as the “Alternative Dispute Resolution Act of 2004,” in order to settle their disputes.</p> <p>No arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.</p> <p>15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.</p> <p>16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.</p> <p>17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.</p> <p>18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term or provision.</p> <p>19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.</p>
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Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Delivered, Weeks/Months
1	Provision of Meals and services for various events	1 Lot	One (1) year upon receipt of Notice to Proceed and signed contract



Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance	Annex
<i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i>			
1.	<p>Comply with the government regulations as provided in the Presidential Decree No. 856 otherwise known as “The Code on Sanitation of the Philippines”.</p> <p>Prospective bidder to submit sanitary certificate from duly authorized government agency.</p>		

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Certificate of Platinum Registration and Membership (Platinum Membership) (all pages);

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within five (5) years period prior to the submission and opening of Bids; **and**
- ☐ (d) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **Or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder and copy Authority to Notarize issued to the Notary Public by the Regional Trial Court.

Other documentary requirements under RA No. 9184 (as applicable)

For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos:

- ☐ (g) Copy of Treaty, International or Executive Agreement; **or**
- ☐ (h) Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (i) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Class “B” Documents

- ☐ (j) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Financial Documents

- ☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (n) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

IMPORTANT REMINDERS

- A) Each and every page of the **Bid Forms/Price Schedule(s)/Bid Breakdown**, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
- Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component
Envelop (2): COPY1 – Eligibility Requirements and Technical Component
Envelop (3): COPY2 – Eligibility Requirements and Technical Component
- b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
- Envelop (4): ORIGINAL – Financial Component
Envelop (5): COPY1 – Financial Component
Envelop (6): COPY2 – Financial Component
- c) Bidders shall enclose, seal and mark the following:
- Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked "ORIGINAL-BID"
- Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked "COPY1-BID"

Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”

- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
 - addressed to the Procuring Entity’s BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

THE CHAIRPERSON
BIDS AND AWARDS COMMITTEE
2ND FLOOR, SSS MAIN BUILDING
EAST AVENUE, DILIMAN, QUEZON CITY

NAME OF BIDDER : _____
ADDRESS : _____

NAME OF PROJECT: _____
ITB REFERENCE NUMBER: _____

DO NOT OPEN BEFORE
(the date and time for the opening of bids)

- E) Bids submitted after the deadline shall only be marked for recording purpose, shall not be included in the opening of bids, and shall be returned to the bidder unopened.
- F) Bidders shall submit a copy of the Authority to Notarize issued by the Regional Trial Court to the Notarial Public.



FORMS

Bid Form for the Procurement of Goods

BID FORM

MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND NCR GROUP
(LOT 1-MAIN OFFICE)

Date: _____
Project Identification No.: _____

To: **SOCIAL SECURITY SYSTEM**
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] – MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND NCR GROUP – Lot 1 MAIN OFFICE in conformity with the said PBDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.



We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices/Bid Breakdown, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____



Bid Form for the Procurement of Goods

BID FORM

MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND NCR GROUP
(LOT 2 – NCR GROUP)

Date: _____
Project Identification No.: _____

To: **SOCIAL SECURITY SYSTEM**
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] – MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND NCR GROUP – Lot 2 NCR GROUP in conformity with the said PBDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state “None”)		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.



We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices/Bid Breakdown, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____



FORM-02

Price Schedule(s)/Bid Breakdown
LOT 1 – MAIN OFFICE

Name of Bidder _____ Invitation to Bid Number _____

Cost Component	No. of Persons	ABC		Bid Price	
		Per serving	Sub-Total	Per serving	Sub-Total
1. AM SNACKS	720	200.00	144,000.00	P	
	3,430	150.00	514,500.00		
	116	125.00	14,500.00		
	6,676	100.00	667,600.00		
	954	75.00	71,550.00		
	320	50.00	16,000.00		
2. LUNCH	200	1,000.00	200,000.00		
	720	350.00	252,000.00		
	2,800	300.00	840,000.00		
	85	275.00	23,375.00		
	884	250.00	221,000.00		
	557	200.00	111,400.00		
	2,080	150.00	312,000.00		
	650	100.00	65,000.00		
3. PM SNACKS	2,130	200.00	426,000.00		
	2,839	150.00	425,850.00		
	92	125.00	11,500.00		
	4,099	100.00	409,900.00		
	50	75.00	3,750.00		
4. DINNER	200	1,000.00	200,000.00		
	1,115	300.00	334,500.00		
	240	150.00	36,000.00		
GRAND TOTAL	30,957	-	P5,300,425.00		

Note:

- Any bid exceeding the ABC per serving price, sub-total and grand total shall not be accepted.
- Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.
 - If the item is given for free, indicate dash (-), zero (0) or free
 - If the item is not applicable, indicate N/A
- Please use the hardcopy of the Bid Breakdown provided to the bidders.
- All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- Bid proposal must be inclusive of all applicable taxes.



- 6. Warranty requirement is at no cost to SSS.
- 7. Number of meetings and attendees may increase or decrease but not to exceed the total bid/contract price.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____



FORM-02.1

Price Schedule(s)/Bid Breakdown
LOT 2 – NCR GROUP

Name of Bidder _____ Invitation to Bid Number _____

Cost Component	No. of Persons	ABC		Bid Price	
		Per serving	Sub-Total	Per serving	Sub-Total
1. AM SNACKS	1106	150.00	165,900.00		
	354	125.00	44,250.00		
	320	100.00	32,000.00		
	837	75.00	62,775.00		
2. LUNCH	1,404	300.00	421,200.00		
	264	250.00	66,000.00		
	121	200.00	24,200.00		
	165	175.00	28,875.00		
3. PM SNACKS	320	100.00	32,000.00		
	837	75.00	62,775.00		
GRAND TOTAL	5,728	-	P939,975.00		

Note:

- Any bid exceeding the ABC per serving price, sub-total and grand total shall not be accepted.
- Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.
 - If the item is given for free, indicate dash (-), zero (0) or free
 - If the item is not applicable, indicate N/A
- Please use the softcopy of the Bid Breakdown provided to the bidders.
- All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- Bid proposal must be inclusive of all applicable taxes.
- Warranty requirement is at no cost to SSS.
- Number of meetings and attendees may increase or decrease but not to exceed the total bid/contract price.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____



Formula in the Computation of NFCC

NAME OF PROJECT

NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

15 (–) – =
Current Assets minus Current Liabilities minus Total Outstanding Works NFCC

P
NFCC

Prepared and Submitted by:

Signature over Printed Name

Anthony J.

(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date: _____

Social Security System (SSS)
SSS Main Building, East Avenue
Diliman, Quezon City

CONTRACT PROJECT : _____
COMPANY/FIRM : _____
ADDRESS : _____
BANK/FINANCING : _____
INSTITUTION : _____
ADDRESS : _____
AMOUNT : _____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____
Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004
Rules on Notarial Practice _____ issued on _____ at _____, Philippines.

NOTARY PUBLIC

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____

(Note: The amount committed should be machine validated in the Certificate itself)



STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT

Anthony J.

FORM-06

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO
THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC
WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)**

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS



Bid Securing Declaration Form

Lot 1

REPUBLIC OF THE PHILIPPINES) CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

- 1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
- 2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
- 3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Bid Securing Declaration Form

Lot 2

REPUBLIC OF THE PHILIPPINES) CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

- 4. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
- 5. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
- 6. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND NCR GROUP

ITB-SSS-Goods-2023-__

THIS AGREEMENT made between:

SOCIAL SECURITY SYSTEM, a government-owned and controlled corporation created pursuant to Republic Act No. 11199, with principal office address at SSS Building, East Avenue, Diliman, Quezon City, represented herein by its Approving Authority and (Position of Approving Authority), (Name of Approving Authority) and (Position of Signatory), (Name of signatory), duly authorized pursuant to Administrative Order _____, _____ (pertaining to Approving Authority) (Annex “A”) and Office Order _____, _____ (Annex “B”) (pertaining to signatories), hereinafter referred to as the “SSS”;

- a n d -

(NAME OF SUPPLIER), of legal age, Filipino, single/married, with principal address at _____, hereinafter referred to as the “Supplier”.

If corporation

(NAME OF SUPPLIER), a corporation duly created and existing pursuant to the laws of the Republic of the Philippines, with principal office address at _____, represented herein by its (Position of Signatory), (Name of Signatory), duly authorized pursuant to _____, _____, hereinafter referred to as the “Supplier”.

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] (PROJECT) and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures in specified currency/ (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.



2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- a. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- b. Supplier's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- c. Performance Security;
- d. Notice of Award of Contract; and the Bidder's conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. SSS agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date and place indicated in their respective acknowledgments.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Position of Signatory]

[Insert Position of Signatory]

for:

for:

SSS

[Insert Name of Supplier]



(In case of double acknowledgment which is usually used by the SSS)

SIGNED IN THE PRESENCE OF:

(Name of Certifying officer as to availability of funds)

(Position of Certifying Officer)

(Department/Office of Certifying Officer)

FUNDS AVAILABLE:

APP No.: _____

FIRST ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, on this _____ day of _____ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of _____ (____) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed as well as the free and voluntary act and deed of the principal he/she /they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.



SIGNED IN THE PRESENCE OF:

SECOND ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, on this _____
day of _____ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of _____ (__) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed (if corporation to include succeeding phrase) as well as the free and voluntary act and deed of the principal he/she/they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.

GPPB Resolution No. 16-2020, dated 16 September 2020



Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached [state title of attached documents showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;6. *Select one, delete the rest:*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020

SECRETARY'S CERTIFICATE

I, <NAME OF CORPORATE SECRETARY>, of legal age, <Civil Status>, Filipino citizen and with business at <Company Address>, after being duly sworn, hereby depose and state that:

- 1. I am the Corporate Secretary of <COMPANY NAME>, a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at <Office Address>.
- 2. As the Corporate Secretary, I have custody and access to the records of the Corporation.
- 3. I am familiar with the facts herein certified and duly authorized to certify the same.
- 4. I hereby certify that during a regular meeting of the Board of Directors of the Corporation held on <Date of Meeting>, at which meeting a quorum was present, the following Resolution/s was/were unanimously passed, approved and adopted:

a) RESOLVED that <COMPANY NAME>, authorized and empowered the following to participate in the bidding for the <PROJECT NAME> of the **SOCIAL SECURITY SYSTEM**:

NAME	POSITION/DESIGNATION	SIGNATURE
1.		
2.		

b) **RESOLVED FURTHER that**, if awarded the Contract, the following **is/are** granted full power and authority to enter into contract with the **SOCIAL SECURITY SYSTEM**:

NAME	POSITION/DESIGNATION	SIGNATURE
1.		
2.		

c) **RESOLVED FURTHERMORE** that, the designated representative/s of the Corporation has/have the full power to perform any and all acts necessary and/or to represent the Corporation as fully and effectively as the Corporation might do if personally present, and hereby satisfying and confirming all the said representative/s shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ____ at <CITY>.

NAME & SIGNATURE of Corporate Secretary

SUBSCRIBE AND SWORN to before me this __ day of _____ at <CITY>, affiant having exhibited to me his/her <Government Issued ID and details [issued by, date and place issued if applicable]>).

Doc No. _____
Page No. _____
Book No. _____
Series of _____



MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND NCR GROUP

SCHEDULE OF REQUIREMENTS

Note: Awarded supplier must accept any adjustment in the delivery time/date. Notice to this effect shall be forwarded to the supplier at least one (1) day before the agreed day of delivery. Dates and serving time are subject to change.

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			Suggested Budget per meal/pax			
1. COMMISSION SECRETARIAT DEPARTMENT						
2023 SSC Regular Meeting July to December 2023	18	20	200.00	350.00	200.00	N/A
SSC Committees July to December 2023 Risk Mngt. & Investment IT & Collection Audit	18	20	200.00	350.00	200.00	N/A
2. OFFICE OF THE PRESIDENT AND CEO						
Meals for Meeting with Internal Units (3x a month) July - December 2023	18	20	150.00	N/A	150.00	N/A
Meals for Meeting with Internal Units (6x a month) July - December 2023	36	20	N/A	300.00	N/A	N/A
Meals for meetings with External Offices (Private & Other Government Agencies) (Every 2 months) July– December 2023	3	20	150.00	300.00	200.00	300.00

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
	Suggested Budget per meal/pax					
Meals for Committee meetings (once a month) July– December 2023	6	20	150.00	N/A	150.00	N/A
3. BAC SECRETARIAT DEPARTMENT						
BAC I – Wednesdays every week July to December 2023	36	12	N/A	N/A	100.00	N/A
BAC II – Thursdays every week July to December 2023	37	12	N/A	N/A	100.00	N/A
4. CORPORATE POLICY AND PLANNING DEPARTMENT						
Mancom Meetings July to December 2023	27	AM/PM (30 PAX) Lunch (40 pax)	150.00	300.00	150.00	N/A
5. BILATERAL AGREEMENT DEPARTMENT						
July to Dec 2023	8	21	150.00	300.00	150.00	N/A
6. MANAGEMENT SERVICES PLANNING DIVISION						
TBD (as needed)	10	10	100.00	N/A	N/A	N/A
TBD (as needed)	5	10	N/A	200.00	N/A	N/A
Within September – December 2023	1	35	100.00	N/A	N/A	N/A
Within September – December 2023	1	35	N/A	200.00	N/A	N/A
7. MANAGEMENT SUPPORT SERVICES DEPARTMENT						
Conduct of meetings on review of MOP (June – December 2023)	207	5	100.00	N/A	N/A	N/A

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			Suggested Budget per meal/pax			
8. QUALITY MANAGEMENT DEPARTMENT						
2nd & 3rd Quarter of 2023	2	35	150.00	N/A	N/A	N/A
3 rd or 4 th Quarter of 2023	1	35	150.00	300.00	150.00	N/A
3 rd Quarter of 2023	1	45	150.00	300.00	150.00	N/A
3rd Quarter of 2023	1	91	150.00	N/A	N/A	N/A
9. CORPORATE COMMUNICATIONS DEPARTMENT						
OTHER ADVERTISEMENTS						
Pensioners' Day	1	250	100.00	150.00	N/A	N/A
OFW Day	1	250	100.00	150.00	N/A	N/A
MOA Signings	4	4	125.00	N/A	N/A	N/A
	4	130	N/A	N/A	150.00	N/A
Study Visits	4	4	125.00	N/A	N/A	N/A
	4	130	N/A	N/A	150.00	N/A
Stakeholder's Forum	1	300	N/A	150.00	N/A	N/A
ANNIVERSARY RELATED ACTIVITIES						
Balikat ng Bayan Awards	1	70	150.00	300.00	150.00	N/A
	1	70	150.00	N/A	N/A	N/A
	1	300	N/A	300.00	N/A	N/A
ANNUAL REPORT						
1 st Annual Report Photoshoot July 19, 2023 (Wed)(Main Office)	1	AM (44 pax)	125.00	275.00	125.00	N/A
		Lunch (17 pax)				
		PM (48 pax)				

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
	Suggested Budget per meal/pax					
2 nd Annual Report Photoshoot July 20, 2023 (Thu) (Main Office)	1	AM (40 pax)	125.00	275.00	125.00	N/A
		Noon (17 pax)				
		PM (36 pax)				
3 rd Annual Report Photoshoot July 21, 2023 (Fri) (SSS Branch – TBD)	1	8	150.00	275.00	125.00	N/A
10. MEMBER EDUCATION DEPARTMENT						
Budget for Meals will be used for the conduct of the General Public Information Seminar (GPIS) • GPIS- a seminar with hands-on assistance on online services/SSS transactions for participants conducted in partnership with BOS and LGUs • conduct dates will depend on the requested schedule of LGUs/Branches	41	60	100.00	N/A	N/A	N/A
11. MEDIA AFFAIRS DEPARTMENT						
MEDIA APPRECIATION MEALS (High level Personalities)	1	200	N/A	1,000.00	N/A	1,000.00
Presscon with PCEO	4	55	100.00	300.00	100.00	N/A
Conduct of Focus Group Discussion	4	90	150.00	N/A	N/A	N/A
Crisis communications meeting	4	30	100.00	150.00	100.00	N/A

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			Suggested Budget per meal/pax			
12. OFFICE SERVICES DEPARTMENT						
Meeting with the Supervisors May -December 2023)	30	10	150.00	N/A	N/A	N/A
Other Meetings (For Other Depts/branch or Suppliers/Service Provider)May - December 2023	10	10	150.00	N/A	150.00	N/A
13. HUMAN RESOURCE MANAGEMENT GROUP						
March to December 2023	18	20	100.00	N/A	100.00	N/A
June 2023 & September 2023	2	25	100.00	300.00	100.00	N/A
December 2023	1	22	100.00	300.00	100.00	N/A
14. PERFORMANCE MANAGEMENT AND EMPLOYEE RELATIONS DEPARTMENT						
Employees Award Program						
Ingress/tech run/gen Rehearsal/egress	3	30	100.00	N/A	N/A	N/A
Event Proper	1	400	150.00	N/A	N/A	N/A
Service Recognition Program						
Ingress/tech run/gen Rehearsal	2	25	100.00	N/A	N/A	N/A
Event Proper	1	250	150.00	N/A	N/A	N/A
HRMD ACCESS Quarterly Meeting	6	30	100.00	N/A	N/A	N/A
PRC Blood donation Activity September 2023	1	700	75.00	150.00	N/A	N/A
Government Internship Program June & August 2023	1	500	N/A	100.00	100.00	N/A

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
	Suggested Budget per meal/pax					
Volunteer Program-Tree Planting Activities July 2023	1	150	100.00	N/A	N/A	N/A
	1	150	N/A	100.00	N/A	N/A
Central Performance Management (CPMT Meetings) July-December 2023	4	11	75.00	N/A	N/A	N/A
Focus Group Discussions of Performance Rating Matrix Major Final Outputs & Success Indicators July-December 2023	16	10	75.00	N/A	N/A	N/A
2023 Sports Planning & 2022 Sports Review June 2023	1	43	150.00	275.00	150.00	N/A
Gabi ng Parangal December 2023	1	250	N/A	N/A	N/A	300.00
Fitness ClosingF2F/VirtualDecember 2023	1	100	N/A	N/A	N/A	150.00
Wellness Summit (F2F/Virtual	1	20	N/A	N/A	N/A	150.00
Cultural Clun Planning Workshop for 2024	1	70	150.00	N/A	N/A	N/A
Lighting of Giant Christmas Tree Unveiling of the Christmas Countdown Board	1	120	N/A	N/A	N/A	150.00
Christmas Décor Contest	1	10	N/A	150.00	100.00	N/A

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			Suggested Budget per meal/pax			
Unwinding Activity and Christmas Program	2	120	N/A	150.00	N/A	N/A
DCC Valentine's Program	1	40	N/A	150.00	N/A	N/A
DCC Moving Up Program	1	12	N/A	200.00	N/A	N/A
DCC Outreach Program	1	130	N/A	200.00	N/A	N/A
DCC Buwan ng Wika Program	1	12	N/A	200.00	N/A	N/A
DCC Anniversary Program	1	40	N/A	150.00	N/A	N/A
DCC United Nation's Day Program	1	12	N/A	200.00	N/A	N/A
DCC Character Program	1	40	N/A	150.00	N/A	N/A
DCC National Children's Month	1	40	N/A	150.00	N/A	N/A
DCC Feeding Programs for Children	8	40	50.00	N/A	N/A	N/A
ADDITIONAL ITEMS (TPI)						
BEST Employees (Final Judging)	1	30	100.00	300.00	100.00	N/A

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			Suggested Budget per meal/pax			
To date with (CONCERNED SUPPORT UNIT) Forum series pattern from Dialogue with the PCEO and Concerned Support Unit) Subject to change approval of program/budget and conduct, actual number of participants)						
a)Medical Services Division (May)	1	155	N/A	N/A	100.00	300.00
b) NCROG/WEST DIVISION	1	235	N/A	N/A	100.00	300.00
c) BenAD,AMG,IOG,ARMG,MSPD	1	230	N/A	N/A	100.00	300.00
d) Legal and Enforcement Group	1	185	N/A	N/A	100.00	300.00
15. LEARNING AND DEVELOPMENT DEPARTMENT						
(SSS Anniversary Employees Program) September 2023	1	Rehearsal & Tech Run: 50 pax	75.00	150.00	75.00	N/A
	1	Program Proper: 1,350 pax			200.00	N/A
AMS Competency Development Program May -Nov 2023 (As the need arises)	3	132	100.00	250.00	100.00	N/A
MSS Competency Development Program May -Nov 2023 (As the need arises)	2	244	100.00	250.00	100.00	N/A

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			Suggested Budget per meal/pax			
16. NCR REGIONAL PROCESSING DIVISION						
LBenRC	12	4	N/A	N/A	150.00	N/A
Performance Review (2days)	8	18	100.00	200.00	100.00	N/A
17. LUZON REGIONAL PROCESSING DIVISION						
Selection of Best Employees (Division Level)	1	18	100.00	200.00	100.00	N/A
BENRC Meeting	12	7	100.00	200.00	N/A	N/A
BFCC Meeting	12	7	100.00	N/A	N/A	N/A
Other Meetings - PC Heads/Section Heads/Point Person on core processes	4	15	100.00	200.00	100.00	N/A

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			SUGGESTED BUDGET PER MEAL/PAX			

NCR NORTH DIVISION						
1 st week of each month (March to Dec)	12	17	125.00	300.00	N/A	N/A
TBA (RACE Operations)	10	15	125.00	300.00	N/A	N/A
NCR WEST DIVISION						
Branch Head Meeting (once a month)	12	10	N/A	250.00	N/A	N/A
QWA Meeting (F2F)	4	14	150.00	N/A	N/A	N/A
LBAC Meeting (every 2 mos.)	12	7	N/A	250.00	N/A	N/A
Disposal Meeting	4	15	N/A	250.00	N/A	N/A
RACE (8 branches)	12	15	150.00	300.00	N/A	N/A
NCR EAST DIVISION						
BOS-RACE OPERATIONS May to August 2023	10	15	150.00	300.00	N/A	N/A
COMMITTEE MEETINGS (May to December 2023)	1	15	100.00	N/A	100.00	N/A
	1	16	100.00	200.00	100.00	
	9	5	100.00	N/A	100.00	
	6	8	100.00	N/A	100.00	
	7	15	100.00	200.00	100.00	
	7	13	100.00	N/A	100.00	

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			SUGGESTED BUDGET PER MEAL/PAX			
NCR SOUTH DIVISION						
<u>RACE</u>						
May 2023 (Alabang Zapote)	1	15	75.00	175.00	75.00	N/A
May 2023 (Bicutan Sun Valley)	1	15	75.00	175.00	75.00	N/A
May2023 (Las Piñas)	1	15	75.00	175.00	75.00	N/A
May 12, 2023 (Makati Chino Roces)	1	15	75.00	175.00	75.00	N/A
June 16, 2023 (Makati Gil Puyat)	1	15	75.00	175.00	75.00	N/A
July 14, 2023 (Makati Guadalupe)	1	15	75.00	175.00	75.00	N/A
Aug. 11, 2023 (Makati JP Rizal)	1	15	75.00	175.00	75.00	N/A
Sept.15, 2023 (Paranaque)	1	15	75.00	175.00	75.00	N/A
Oct. 13, 2023 (Paranaque Tambo)	1	15	75.00	175.00	75.00	N/A
Nov. 10, 2023 (Taguig)	1	15	75.00	175.00	75.00	N/A
Nov.18, 2023 (Taguig Gate 3)	1	15	75.00	175.00	75.00	N/A

TENTATIVE DATE/ SCHEDULE OF MEETING	No. of Meetings	No. of Attendees	AM SNACKS	LUNCH	PM SNACKS	DINNER
			SUGGESTED BUDGET PER MEAL/PAX			
Branch Heads/ LBAC/ LBENRC/ Disposal Committee May to December 2023	2	15	75.00	N/A	75.00	N/A
	2	15	75.00	N/A	75.00	N/A
	4	15	75.00	N/A	75.00	N/A
	4	15	75.00	N/A	75.00	N/A
	4	15	75.00	N/A	75.00	N/A
	4	16	75.00	N/A	75.00	N/A
	4	16	75.00	N/A	75.00	N/A
	4	19	75.00	N/A	75.00	N/A
	4	19	75.00	N/A	75.00	N/A
	4	19	75.00	N/A	75.00	N/A
	2	19	75.00	N/A	75.00	N/A
	2	19	75.00	N/A	75.00	N/A
MEDIA AFFAIRS DEPARTMENT						
RACE NCR AND OTHER MEDIA ACTIVITIES (TBD with this year)						
NCR North	12	15	150.00	300.00	N/A	N/A
NCR South	12	15	150.00	300.00	N/A	N/A
NCR East	12	15	150.00	300.00	N/A	N/A
NCR West	12	15	150.00	300.00	N/A	N/A

ANNEX B

SSS BRANCHES/SERVICE OFFICES	ADDRESS	TELEPHONE NUMBER	HEAD
NCR			
NCR OPERATIONS GROUP (OSVP)	7F, SSS Bldg., East Ave., Quezon City	(02) 8924-9758/	VP Maria Rita S. Aguja
NCR NORTH DIVISION (OVP)	8F, SSS Bldg., East Ave., Quezon City	(02) 8922-3453 / 3435-9827	VP Luzviminda J. Limcauco
Batasan Hills	Diliman Commercial Bldg., 46 Commonwealth Ave., Brgy. Batasan Hills, Quezon City	(02) 3430-0094 (BH)	Florence M. Cruz
Congressional	2F Northridge Plaza Bldg., 12 Congressional Ave., Brgy. Bahay Toro, Quezon City	(02) 8294-3872/	Juanillo S. Descalzo III
Cubao	2F Puregold, Aurora Blvd., cor. Gen. Santos Ave., Brgy. Socorro, Cubao, Quezon City	(02) 8911-1864/ 8913-7217 to 20/ 8911-2782 (BH)	Orlando D. Cruz
Deparo	NC Jeam Bldg., 31 Dalia St., cor. Susano Rd., Celia Subd., Brgy. 168, Deparo, Caloocan City	(02) 8961-7510/ 8282-1737/ 8283-9098	Ronaldo W. Recio
Diliman	SSS Livelihood Bldg., East Triangle Property, East Ave., Brgy. Pinyahan, Diliman, Quezon City	(02) 8924-7854/ 8924-7901 (BH)	Leo A. Danao
Eastwood	ABQ Eldg., E. Rodriguez Ave., Brgy. Bagumbayan, Quezon City	(02) 8351-1623	Ariel Dino L. Salgado
Fairview - SO	GEM Bldg., Regalado Ave., Brgy. North Fairview, Quezon City	(02) 8461-6937/ 8461-6939/ 8806-4167	Liberty A. Gordovez
Kalookan	Forward Group Bldg. 317 EDSA cor. Gen. Malvar St., Brgy. 135, Caloocan City	(02) 8367-2265 to 66/ 8362-7626 (BH)	Eleanor F. Deato
Malabon	4F, Malabon Citisquare, C-4 Rd., Dagat-Dagatan, Brgy. Longos, Malabon City	(02) 8287-5459/ 8285-2229 (BH)	Annaliza D. Tiamzon
Navotas	Philippine Marine Bldg., Brgy. North Bay Blvd. South, Navotas City	(02) 8351-8890/ 8351-4006	Martin D. Bautista Jr.
North Caloocan - SO	GF, Psalm Plaza Bldg., Bankers Village II, Quirino Hiway, Brgy. 184, Caloocan City	(02) 8932-9584/ 8932-9591	Hanna A. Sombillo
Novaliches	GF, Robinsons Novaliches, Quirino Hiway, Brgy. Pasong Putik, Novaliches, Quezon City	(02) 8937-4953/ 8935-7302 (BH)	Lydia C. Cereno
Paso de Blas	4F, Puregold Paso de Blas, NLEX Valenzuela Exit cor. East Service Road, Brgy. Paso De Blas, Valenzuela City	(02) 8961-7424/ 8285-7866 to 67	Teodulo A. Mayuyo
San Francisco Del Monte	3F & 4F, SRF Bldg., 1038 Del Monte Ave., Brgy. Paraiso, Quezon City	(02) 8373-9906 to 10/	Maria Araceli C. Gibe



		8374-6360/ 8371-1148 (BH)	
Valenzuela	Puregold Valenzuela, 419 Mac Arthur Highway, Brgy. Dalandanan, Valenzuela City	(02) 8292-4225/ 8292-4243/ 8291-0461 (BH)	Emma J. Enriquez

NCR EAST DIVISION (OVP)	2F, Cromagen Bldg., 8007 Pioneer St., Kapitolyo, Pasig City	(02) 8633-7616/ 8633-7711	VP Teresita V. Soliman
Antipolo	2F, Antipolo Triangle Mall, Sen. Sumulong Memorial Circle, Brgy. San Jose, Antipolo City	(02) 8650-7627-29/ 8570-6837/ 8570-9709 (BH)	Berlita F. Fabrero
Mandaluyong-Shaw	2F, 500 Shaw Zentrum, Shaw Blvd. cor. Laurel St., Brgy. Pleasant Hills, Mandaluyong City	(02) 8696-1060	Annabella Pollyanne M. Romasoc
Marikina	3F, Xeland, Gil Fernando Ave. cor. Guerilla St., Brgy. Sto. Niño, Marikina City	(02) 8645-7667/ 8645-8901 (BH)/ 8681-6261	Alicia A. Millara
Marikina-Malanday	Graceland Plaza, J.P. Rizal Ave., Brgy. Malanday, Marikina City	(02) 8656-5657/ 8532-1573/ 8532-1581	Maricris G. Delumen
Montalban (Service Office)	GF, Montalban Town Center, R. Reyes St. cor. Rodriguez Highway, Rodriguez, Rizal	09752381556	Felipe G. Lababo Jr.
New Panaderos	2F & 3F, Tuazon Bldg., New Panaderos cor. San Roque St., Mandaluyong City	(02) 8531-6461/ 8534-1445 (BH)/ 8534-1446	Marichi S. Trinidad
Ortigas	Lower Level 1, Robinsons Galleria, EDSA cor. Ortigas Ave., Brgy. Ugong Norte, Quezon City	(02) 8234-0790/ 8637-0900	Venice S. Alonzo
Pasig-Mabini	2F, One Victoria Plaza, A. Mabini St., Brgy. Kapasigan, Pasig City	(02) 8641-4410/ 8643-6310/ 8643- 8610 (BH)	Arturo C. Rivera
Pasig-Pioneer	2F, Cromagen Bldg., 8007 Pioneer St., Brgy. Kapitolyo, Pasig City	(02) 8635-2610/ 8650-8771/ 8721-2473	Zenaida B. Bolado
Pasig-Rosario	Alfonso Commercial Complex, 185Dr. Sixto Antonio Ave., Brgy. Rosario, Pasig City	(02) 8633-3986 to 87/ 8570-0230	Ronald D. Ibay
San Juan	Glialcon Villas Bldg. 1, 128 F. Blumentritt St., Brgy. Batis, San Juan City	(02) 8721-5184/ 8721-5195/ 8724-0684	Susan Rebecca D. Larion

Tanay	Km. 54, Manila East Road, Brgy. Tandang Kutyo, Tanay, Rizal	(02) 8696-1079	Edna Q. Aldea
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NCR WEST DIVISION (OVP)	GF, Padilla Bldg., 232 Juan Luna St., Binondo, Manila	(02) 83959897/ 83959899	VP Luzminda Limcauco
Binondo	GF, Padilla Delos Reyes Bldg., 232 Juan Luna St., Brgy. 291, Binondo, Manila	(02) 8243-8990/ 8244-0651	Lazaro D. Canlas
Legarda	Cobee Bldg., 2485 Legarda St., Brgy. 412, Sampaloc, Manila	(02) 8735-7438/ 8735-7468/ 8735-7458 (BH)	Dolora Q. Hojilla
Manila	C201, 2F, Zen Tower 2, 1111 Natividad A. Lopez St., Brgy. 659, Ermita, Manila	(02) 8527-5488/ 8528-0694/ 8525-2964 (BH)	Josephine D. Ang
Pasay-Roxas	HK Sun Plaza, SSS FCA Property, 8001 Financial Center, Roxas Blvd., Brgy. 76, Pasay City	(02) 8556-0992/ 8556-1554/ 8556-1556 (BH)	Daniel T. Caput
Pasay-Taft	ERL Investment Corp. Bldg., 2532 Taft Ave., Brgy. 93, Pasay City	(02) 8832-2103/ 8659-1905/ 8551-7645 (BH)	Lorenza F. Pancho
Sta. Mesa	2F, J & T Bldg., 3894 Ramon Magsaysay Blvd. cor. Santol Ext., Brgy. 587-A, Sampaloc, Manila	(02) 8713-0509	Amalia M. Catral
Tondo	ST Condominium, 1480 G. Masangkay St. cor. Bambang St., Brgy. 261, Tondo, Manila	(02) 8257-1531	Eudora G. Racuyal
Welcome	España Tower Condominium, España Blvd., cor. Josefina St., Brgy. 512, Sampaloc, Manila	(02) 8781-0050/ 8781-0053 to 54/ 8711-0600 (BH)	Veronica C. Rodriguez

NCR SOUTH DIVISION (OVP)	2F, SSS Makati Bldg., 6782 Ayala Ave. cor. V.A. Rufino St., Makati City	(02) 8813-4301/ 8553-3432/ 8553-3443	VP Maria Rita S. Aguja
Alabang-Muntinlupa	GF & 2F, Norfil Bldg., 22 National Highway, Brgy. Putatan, Muntinlupa City	(02) 8807-0600/ 8807-2607/ 8807-2608 (BH)	Rowela Cristina R. Macasadia
Alabang-Zapote	2F, Estrellita Center, Alabang-Zapote Road, Brgy. New Alabang, Muntinlupa City		Catherine T. Gomez

		(02) 8894-4220	
Bicutan - Sun Valley	FTO Bldg., 4145 Sun Valley Drive, Brgy. Sun Valley, Bicutan, Parañaque City	(02) 8782-2576	Juliet T. Bolinao
Las Pinas	8001 Rosal St., Doña Manuela Subd. Brgy. Pamplona Tres, Las Piñas City	(02) 8872-2573/ 8744-744/ 8713-171 (BH)	Fe Marie Fernandez-Geraldo
Makati - Chino Roces	2F, Makati Central Square, 2130 Chino Roces Ave., Brgy. Pio Del Pilar, Makati City	(02) 8840-1633/ 8830-0197/ 813-7801(BH)	Cristine Grace B. Francisco
Makati – Gil Puyat	ECC Bldg., 355 Gil Puyat Ave., Brgy. Bel-Air, Makati City	(02) 8890-1636 / 8890-4762/ 8896-7134 (BH)	Jesusa T. Casimiro
Makati - Guadalupe	3F, Guadalupe Commercial Complez, 9 EDSA, Brgy. Guadalupe Nuevo, Makati City	(02) 85561848	Aileen B. Perucho
Makati – JP Rizal	3F, KBC Bldg. Chino Roces cor. J.P. Rizal Ave., Brgy. Olympia, Makati City	(02) 8899-2916/ 8832-7651/ 8832-5896 (BH)	Hoechst R. Potato
Paranaque	2F, Puregold Sucat, Dr. A. Santos Ave., Brgy. San Isidro, Sucat, Parañaque City	(02) 8825-0270/ 8828-2035/ 8825-0077 (BH)	Rhuena Anne Marie C. Ocampo
Paranaque - Tambo	3F, Airport Global Plaza, NAIA Rd,Brgy. Tambo, Parañaque City	(02) 88942913	Fe Redencion B. Fernandez
Taguig	Unit 705, 7F, SM Aura Tower, Fort Bonifacio, Taguig City	(02) 8828-3009 / 8556-3686/ 8556-3822	Romeo F. Vale
Taguig - Gate 3	3F, Gate 3 Plaza, Lawton Ave. cor. Juliano Ave., PH 3, AFPOVAI, Western Bicutan, Taguig City	(02) 8931-0592	Veronica G. Logronio

RATING TABLE FOR CATERING SERVICES
MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND NCR GROUP
LOT 1 – MAIN OFFICE

REQUIREMENTS:
Packaging: AM/PM SNACKS (plated)
LUNCH/DINNER (for set-up)

APPROVED BUDGET
CONTRACT Php 5,348,925.00

CATERING SERVICES	RATING FACTORS (100%)			TOTAL	REMARKS	QUOTED PRICE	REMARKS
	FOOD TASTE TEST						
	TASTE (50%)	QUANTITY (35%)	PRESENTATION/PACKAGING (15%)	Passing Rate: 85%			



RATING TABLE FOR CATERING SERVICES
MEALS FOR VARIOUS EVENTS FOR MAIN OFFICE AND NCR GROUP
LOT 2 – NCR GROUP

REQUIREMENTS:
Packaging: AM/PM SNACKS (plated)
LUNCH/DINNER (for set-up)

APPROVED BUDGET
CONTRACT Php 939,975.00

CATERING SERVICES	RATING FACTORS (100%)			TOTAL	REMARKS	QUOTED PRICE	REMARKS
	FOOD TASTE TEST						
	TASTE (50%)	QUANTITY (35%)	PRESENTATION/PACKAGING (15%)	Passing Rate: 85%			



