SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of GOODS

BUILDING AND FACILITIES MAINTENANCE SERVICES

ITB-SSS-GOODS-2024-076

Government of the Republic of the Philippines
SEPTEMBER 2024

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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 Nations.

Section I. Invitation to Bid

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

Invitation to Bid
ITB-SSS-Goods-2024-076

BUILDING AND FACILITIES MAINTENANCE SERVICES

Approved Budget for the Contract (ABC) & Source of Fund	*Delivery/ Completion Period*	*Price of Bid Documents (non-refundable)*	*Schedule of Activities Date/Time*	
			Pre-bid Conference	*Deadline of submission and receipt of bids*
₱ 102,177,988.33 *Broken down as follows:* **Lot 1 – SSS Main Office, NCR Properties & NCR Branches** **₱ 53,972,846.20** Year 1 – ₱ 26,328,217.66 Year 2 – ₱ 27,644,628.54	Two (2) years from receipt of Notice to Proceed and Signed Contract	₱ 27,500.00	*September 26, 2024 (Thursday) 1:30 p.m..*	*October 17, 2024 (Thursday) 2:00 p.m.*
Lot 2 – SSS Luzon Operations Group **₱ 24,102,571.07** Year 1 – ₱ 11,757,351.74 Year 2 – ₱ 12,345,219.33		₱ 13,500.00		
Lot 3 - SSS Visayas Operations Group **₱ 10,955,714.11** Year 1 – ₱ 5,344,250.79 Year 2 – ₱ 5,611,463.32		₱ 11,500.00		
Lot 4 – SSS Mindanao Operations Group **₱ 13,146,856.95** Year 1 – ₱ 6,413,100.95 Year 2 – ₱ 6,733,756.00		₱ 11,500.00		
Approved 2024 Corporate Operating Budget – MOOE included in the APP Update for the month March (4th Update) with Code (PAP) 2024-0269 of the Annual Procurement Plan				

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 (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 17 September 2024 up to the scheduled submission & receipt of bids** from the address stated in item 11 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 25 September 2024, 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 **17 September 2024**.

THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: itb-sss-goods-2024-076-Building and Facilities Maintenance Services

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the **BUILDING AND FACILITIES MAINTENANCE SERVICES**, with identification number *ITB-SSS-Goods-2024-076.*

The Procurement Project (referred to herein as "Project") is composed of four (4) lots, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding is indicated below for CY 2024 in the amount of One Hundred Two Million One Hundred Seventy-Seven Thousand Nine Hundred Eighty-Eight Pesos and 33/100 Centavos (₱ 102,177,988.33)**.**

2.2. The source of funding is: Approved 2024 Corporate Operating Budget – MOOE included in the APP Update for the month March (4th Update) with Code (PAP) 2024-0269 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.

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 7 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 One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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

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	For this purpose, contracts similar to the Project shall be: a. Procurement for multi-skilled/experienced technicians in building and facilities maintenance services. b. Completed **within five (5)** years prior to the deadline for the submission and receipt of bids.
7.1	No further instructions
12	The price of the Goods shall be quoted DDP delivered at:

Coverage of Services	
OFFICE/UNIT	**ADDRESS**
Lot 1 - SSS Main Office	
• EFMD	2F, SSS Main Office Bldg., East Avenue, Diliman, Quezon City
• NCR Properties	SSS Makati Building 6782 Ayala Ave., cor. VA Rufino St., Makati City HongKong Sun Plaza Building Roxas Blvd, Pasay City
• NCR Branches	NCR North Division 8F SSS Main Bldg, East Ave., Quezon City NCR East Division 2F Cromagen Bldg., 8007 Pioneer St., Kapitolyo, Pasig City NCR South Division 2F SSS Makati Building 6782 Ayala Ave., cor. VA Rufino St., Makati City NCR West Division GF Padilla Bldg., 232 San Juan Luna St., Binondo Manila
Lot 2 - SSS Luzon Operations Group	
• Luzon North 1 Division	SSS Bldg., Harrison Road, Baguio City
• Luzon North 2 Division	2F, Puregold Cauayan, Don Juan Dacanay St., San Fermin, Cauayan City, Isabela
• Luzon Central 1 Division	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City
• Luzon Central 2 Division	SSS Bldg., Diosdado Macapagal Govt. Center, Brgy. Maimpis, San Fernando City, Pampanga
• Luzon South 1 Division	SSS Bldg., Balagtas Blvd. corner Paulino St., San Pablo City
• Luzon South 2 Division	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City
• Luzon Bicol Division	SSS Bldg., Concepcion, Pequeña, Naga City
Lot 3 - SSS Visayas Operations Group	

• Visayas Central 1 Division	3F, SSS Bldg., Brgy. Kalubihan Osmena Boulevard, Cebu City
• Visayas Central 2 Division	Yuvallos Bldg., Veloso St., Punta, Ormoc City
• Visayas West 1 Division	SSS Bldg., Lacson St., Bacolod City, Negros Occidental
• Visayas West 2 Division	GT Mall Plaza, MH Del Pilar, Molo, Iloilo City
Lot 4 - SSS Mindanao Operations Group	
• Mindanao North Division	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City
• Mindanao South 1 Division	SSS Bldg., J.P. Laurel Ave., Bajada, Davao City
• Mindanao South 2 Division	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City
• Mindanao West Division	PHIDCO Bldg., Veterans Ave. Zamboanga City

14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

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 - ₱ 1,079,456.92 Lot 2 - ₱ 482,051.42 Lot 3 - ₱ 219,114.28 Lot 4 - ₱ 262,937.14
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.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or Lot 1 - ₱ 2,698,642.31 Lot 2 - ₱ 1,205,128.55 Lot 3 - ₱ 547,785.71 Lot 4 - ₱ 657,342.85

* Bank issued securities must be issued by a universal/commercial bank.
* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.
* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.

19.3 The ABC per lot is:

Lot 1 – SSS Main Office, NCR Properties & NCR Branches
₱ 53,972,846.20
(Year 1 – ₱ 26,328,217.66)
(Year 2 – ₱ 27,644,628.54)

	Lot 2 – SSS Luzon Operations Group **₱ 24,102,571.07** (Year 1 – ₱ 11,757,351.74) (Year 2 – ₱ 12,345,219.33) **Lot 3 - SSS Visayas Operations Group** **₱ 10,955,714.11** (Year 1 – ₱ 5,344,250.79) (Year 2 – ₱ 5,611,463.32) **Lot 4 – SSS Mindanao Operations Group** **₱ 13,146,856.95** (Year 1 – ₱ 6,413,100.95) (Year 2 – ₱ 6,733,756.00) Any bid with a financial component exceeding the **ABC per lot and per year** as indicated above shall not be accepted.
20.1	Not further instruction.
20.2	The Lowest Calculated Bidder shall submit the following: 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 filed electronically (EFPS);
21.1	No further instructions.

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 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

Special Conditions of Contract

GCC Clause	
1	**SCOPE OF SERVICES:** **A – Building and Equipment** - Conducts regular inspection of the building, equipment, facilities such as but not limited to floors, walls, stairs roofing framing system, civil components of the building structures, utilities, fixtures, furniture/cabinets among others. - Executes preventive, corrective maintenance and repairs, installation, construction and assemble building frameworks, civil parts and components of the building, furniture, and equipment, roof, facilities, utilities, fixtures and others. - Performs de-clogging and leak repair of plumbing system, such as sewer, drainage and water lines and others. - Performs repainting works of walls, ceiling, traffic and parking signs, roofs, building structures and other buildings and facilities managed by EFMD. - Performs hot works such as welding fabrication, repair of steel structural installations and iron works. - Performs concrete wall repairs, plastering, flooring works, floor laminations and other related works. - Assists and monitors the Pest Control Service Provider on the regular decontaminations of the building and other projects done by outsourced contractors in rendering the scope of activities per contract terms and conditions. - ***Provides the basic carpentry and technician's hand and power tools necessary in rendering the required services but not limited to the following listed tools among others:*** ***a. Mechanical Plier, 8"*** ***b. Screw Drivers (Phillip and Flat), 10"*** ***c. Vice Grip/Adjustable Wrench, 12"*** ***d. Hammer, 12"*** ***e. Saw, 12"*** ***f. Pipe Wrench (Plumber), 14*** - Performs other tasks that may be assigned by the authorized SSS representatives (Building Administrators) relative to the building operation and maintenance and repair works. **B – Electro-Mechanical Facilities** - Conducts operations, installation, relocation, repairs, and other related air-conditioning works of the building, its facilities such as but not limited to the following: electric motor pumps, window, and package type air-cons, components of the centralized air-conditioning systems, cooling towers ventilation system, pumps and other similar equipment and facilities including Genset operation and minor maintenance works. - Conducts operations, installation, relocation, repairs, and other related air-conditioning works of the building, its facilities such as but not limited to the following: electric motor pumps, window, and package type air-cons, components of the centralized air-conditioning systems, cooling towers, ventilation system, pumps and other similar equipment and facilities including Genset operation and minor maintenance works. - Conducts servicing in accessible devices of the Automatic Fire Suppression System (AFSS), Fire Detection and Alarm System (FDAS), Paging System (PA), maintenance and servicing of lighting system and other facilities.

- Conducts servicing and general cleaning/servicing of electromechanical equipment and facilities such as Air Handling Units (AHU), its blower, air filter system, window and package type air-con equipment and fan cooling units, air curtains, water and transfer pumps and the Cooling Tower fan system.
- Repairs and trouble-shoots Automatic Transfer Switches (ATA), motor control systems and other electrical magnetic controller systems.
- Inspects, monitors and records electro-mechanical parameters of critical equipment and machinery for diagnostic references and profiling purposes, history cards, data gathering and related reporting purposes.
- Prepares daily performance records, accomplishment reports and updates of machine history and other observations, findings, reports, and recommendations required by the job.
- Keeps and maintains Daily Time Record (DTR)
- Provides the basic electrical and mechanical technician's hand and power tools necessary in rendering the required services but not limited to the following tools listed below among others:
  a. Electrical-Pliers
  b. Long-Nose Plier, 8"
  c. Cutter-Plier, 8"
  d. Screw Drivers (Phillip and Flat), 10"
  e. Vice Grip/Adjustable Wrench, 12"
  f. Hammer, 12"
  g. Hacksaw, 12"
  h. Multi-Tester
- Performs other tasks that may be assigned by the authorized SSS representatives (Building Administrators) relative to the electro-mechanical operation and maintenance and repair works.

QUALIFICATIONS
The workers/technicians must be:

Worker For	Qualification
1. Building and equipment	• Highly skilled/all around carpenter, plumber, painter, tile setter • With at least two (2) TESDA certifications. • Minimum experience of three (3) years
2. Electro-mechanical facilities	• Highly skilled /all around electro-mechanical technician • With at least two (2) TESDA certifications. • Minimum experience of three (3) years
3. Division/Group	• Highly skilled /all around carpenter, plumber, painter, tile setter, electro-mechanical technician • With at least two (2) TESDA certifications. • Minimum experience of three (3) years

ADDITIONAL QUALIFICATIONS/REQUIREMENTS:

The service provider must deploy and certify that the workers/technicians are:
1. Physically fit.
2. Of good moral character with no derogatory records.
3. Willing to undergo overtime if there is a need for extra works.

4. Shall perform other maintenance services that are relevant to the operations of the office / division they are assigned to.

OBLIGATIONS OF THE SERVICE PROVIDER

1. Shall provide the building and facilities maintenance services for SSS Main Office, NCR Properties and SSS Branches in accordance with the scope of services, manpower complements and deployment schedules **(Please see Annex B).**
2. Shall maintain a satisfactory level of performance throughout the term of the contract.
3. Shall provide project manager/ supervisor/s who shall act and make decisions in behalf and for the account of the SERVICE PROVIDER on matters arising from questions or complaints by the offices (SSS Main Office, NCR Properties and SSS Branches) or by the workers/technicians themselves, **at no cost to SSS**. The salary of which shall be charged to the expense of the SERVICE PROVIDER.
4. Shall, within the prescribed period indicated below, make available experienced relievers and/or replacements to ensure continuous rendition of SERVICES within:

Lot-1 Main Office	Lot-2 LOG	Lot-3 VOG	Lot-4 MOG
24 hrs	LN1&2 – 72hrs	VC1 – 24 hrs	MN – 24 hrs
	LC1&2 – 24 hrs	VC2 – 24 hrs	MS1 – 24 hrs
	LS1&2 – 24hrs	VW1 – 24 hrs	MS2 – 24 hrs
	LBicol – 72 hrs	VW2 – 24 hrs	MW – 24 hrs

5. Shall immediately provide additional qualified technicians for Lot 1 – Main Office, NCR Properties & NCR Branches to replace those regular SSS employees that have resigned, re-assigned, retired or no longer available upon notice by the SSS within the prescribed period below (except for the Foreman/Senior Technician where the plantilla position shall remain).
6. Shall at his own account, shoulder three (3) sets of uniforms, name tags, and the pre-deployment expenses such as but not limited to medical exam/test and training, and shall not be passed on to, or deducted from the salary of the workers/technicians to be hired and assigned to SSS.
7. Shall require all its workers/technicians to wear their IDs and uniforms at all times while inside the SSS premises. Workers/technicians without ID and not in uniform maybe prohibited from entering the work site.
8. Shall increase or decrease the number of the assigned workers/technicians within twenty-four (24) hours upon receipt of the written request by SSS subject to prior approval by the Division Head of the appropriate office and by the Group Head.
9. Shall comply with relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Law, Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippine Health Insurance Fund and Home Development Mutual Fund.
10. Shall furnish SSS their individual resume, training certificates, and other personnel records (yearly medical certificate that is free from any sickness or comorbidities) of the assigned workers/technicians and shall provide/submit a written notice of any changes of personnel compliments, complete names and time schedules with tour of duties/shifts of all personnel.

	11. Shall require its workers/technicians to render a minimum of eight-hour service daily. Only when required by the SSS shall workers/technicians be allowed to work during holidays. In case of exigencies, the workers/technicians may be required to extend their services beyond their regular office hours subject to prior approval by the concerned Division and Group Head and an agreement on an overtime and/or additional charges, which shall be paid in separate billing based on actual rendered and completed services as follows: a. Overtime expenses; b. Transportation expenses; c. Lodging accommodation expenses. It is important to note that the maximum number of hours of overtime work shall not exceed the allocated budget for overtime. 12. Shall abide with the security policy to submit voluntarily themselves for frisking and inspection of their bags/belongings by security guard on duty whenever entering or leaving the working area at all times. 13. Shall strictly comply with all its obligations under the law, other related pertinent statutes, whether national, provincial, municipal; and existing SSS internal rules and regulations presently in force and effect, such as, but not limited to the following prohibited activities: a. Bringing of firearms and deadly weapons; b. Bringing of any member of the family, friends, relatives or any person not connected with the task; c. Cooking/reheating or water heating; d. Staying/sleeping/taking a bath in the work site or roaming around the SSS premises during or after his duty; e. Bringing out from SSS premises any supplies, materials, tools or equipment without the EFMD Head/Branch Head written approval and clearance; f. Bringing in their personal belongings not necessary in the performance of their job. Personal bags or food containers shall be placed in the SSS designated area. 14. Shall inform its service personnel that SSS shall not extend any and all forms of financial assistance to the said personnel over and above those expressly stipulated in the contract. 15. Shall immediately restore/repair/replace/pay any loss/es or damage/s caused to SSS-owned properties/premises pending investigation by bidder and validated by SSS as to the determination of liability/person liable. 16. Once damages were proven/determined that the cause was made by the technician, the cost of replacement, repair and maintenance of all tools, devices and equipment required shall be for the account of the bidder. 17. Shall make all payments of salaries/ compensation to service personnel through individual Automated Tellering Machine (ATM) services. 18. Shall submit the billing and all the documentary requirements, including, but not limited to, the following: a. Deployment of Service Personnel/Relievers, b. Daily Time Record (DTR) for Branches countersigned by the SSS representative, c. Reports on other necessary incident/matters that are deemed necessary and that should be known by SSS. 19. Shall within thirty (30) calendar days from receipt of Notice to Proceed submit the name of the recommended worker/technician to the concerned offices for interview. 20. Shall perform such duties as required in the Building and Facilities Maintenance Services which are provided under the government rules and regulations, and those which may, from time to time, or on special occasions, be requested by SSS to be performed. 21. OTHERS: The SERVICE PROVIDER a. Shall provide its personnel the basic tools needed as shown in the Technical Specifications.

b. Shall provide finger scan equipment for DTR of own personnel at the Main Office only.
c. Shall maintain a satisfactory performance level throughout the contract term. Every semester, the Social Security System EFMD-FMS I/BRANCH Team Head shall conduct an assessment or evaluation of the performance of the SERVICE PROVIDER using the Performance Evaluation Form, (please refer to Form 11).
d. Allow the deployment of technicians for newly created branches in a certain division that need maintenance services to be done.

Delivery and Documents –

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:

The delivery terms applicable to this Contract are delivered as stated in Annex A. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).

For purposes of this Clause the Procuring Entity's Representative at the Project Site is Wendelino V. Comboy Jr.,Vice President/Concurrent Acting Head of General Services Division/Engineering and Facilities Management Department.

Incidental Services –

The Supplier is required to provide all the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
c. performance or supervision or maintenance and/or repair of the supplied Goods, for a period agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
d. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Intellectual Property Rights –

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

2.2	The terms of payment shall be monthly basis which shall be credited to the LANDBANK or DBP or any choice of bank account subject to applicable bank charges of the SERVICE PROVIDER. Payment for overtime services rendered shall be done in a separate monthly billing. No overtime shall be paid without prior approval by the Division and Group Head. 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. Payment using a Letter of Credit is not allowed.
4	No further instruction.
6	**Liability of the Supplier** 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. The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement. 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. 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. 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 the 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. 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.

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 to this Agreement without the written consent of SSS.

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.

6. CUMULATIVE REMEDIES. 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.

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.

   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 is to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall always exercise supervision and control over its employees in the performance of its contract obligations.

8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed the agent, employee or representative of any other party.

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.

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.

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.

    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.

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.

    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 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. SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.

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.

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.

    SUPPLIER hereby assumes 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.

	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. 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. No arbitration in respect of this matter may be commenced unless such notice is given. Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree. 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. 16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines. 17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives. 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 of provision. 19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivery Week/Month/Year
I.	Building and Facilities Maintenance Services:			Two (2) years from receipt of Notice to Proceed and Signed Contract
	1.1 Technicians		86	
	Lot 1	42		
	Lot 2	22		
	Lot 3	10		
	Lot 4	12		

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance	Annex
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.			
1	The bidder must be a licensed company engaged in the supply of allied positions and manpower services and must submit the following documents as proof for validation:		
	a. Copy of DOLE Registration **The bidder must submit an authenticated copy signed by DOLE.**		
	b. Affidavit that the company is engaged in the supply of allied positions and manpower services. **The bidder must submit a Notarized Affidavit that his company is engaged in the supply of allied positions and manpower services.**		
2	The bidder must submit a Certificate of Employment as for the following personnel as proof for validation:		
	a. Project Manager or its equivalent **The bidder must submit a Notarized Certificate of Employment and Curriculum Vitae of the employee.**		
	b. Team Leader/Supervisor or its equivalent **The bidder must submit a Notarized Certificate of Employment and Curriculum Vitae of the employee.**		

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

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 Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR**;

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) year 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.

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.

FORMS

FORM-01

Bid Form for the Procurement of Goods

BID FORM

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 1 – SSS Main Office, NCR Properties & NCR Branches)

Date:_____
Project Identification No.: ITB-SSS-Goods-2024-076

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] **BUILDING AND FACILITIES MAINTENANCE SERVICES (Lot 1 – SSS Main Office, NCR Properties & NCR Branches)** 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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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 Amount and Purpose of
of agent Currency 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-01-A

Bid Form for the Procurement of Goods

BID FORM

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 2 – SSS Luzon Operations Group)

Date:_____
Project Identification No.: ITB-SSS-Goods-2024-076

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] **BUILDING AND FACILITIES MAINTENANCE SERVICES (Lot 2 – SSS Luzon Operations 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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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 Amount and Purpose of
of agent Currency 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-01-B

Bid Form for the Procurement of Goods

BID FORM

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 3 – SSS Visayas Operations Group)

Date:_____
Project Identification No.: ITB-SSS-Goods-2024-076

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] **BUILDING AND FACILITIES MAINTENANCE SERVICES (Lot 3 – SSS Visayas Operations 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);

a. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

b. 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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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 Amount and Purpose of
of agent Currency 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-01-C

Bid Form for the Procurement of Goods

BID FORM

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 4 – SSS Mindanao Operations Group)

Date:_____
Project Identification No.: ITB-SSS-Goods-2024-076

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] **BUILDING AND FACILITIES MAINTENANCE SERVICES (Lot 4 – SSS Mindanao Operations 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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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 Amount and Purpose of
of agent Currency 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

Name of Bidder: Invitation to Bid No. ITB-SSS-Goods-2024-076

BUILDING AND FACILITIES MAINTENANCE SERVICES

LOT 1 - MAIN OFFICE, NCR PROPERTIES, NCR BRANCHES

INSTRUCTION: PLEASE FILL-IN THE CELLS SHADED WITH YELLOW.

	Particulars		BET/FMS-I MANPOWER LOADING					
			1st Shift 6AM-3PM	2nd Shift 2PM-11PM	3rd Shift 10PM-7AM	Subtotal Manpower	+Buffer (For retiring EEs and or needed add'l pax)	Total Manpower
			6	0	0	6	2	8
	Applicable Daily Rate (ADR)	1,069.00						
I	Amount Payable to the Employee							
	Basic Pay (313 days)	27,883.08						
	Service Incentive Leave (5days)	445.42						
	13th Month Pay	2,323.59						
	Sub-Total	30,652.09						
	OVERTIME							
	Normal Days (x 125%)							
	Sundays/Holidays (x 150%)							
	Non-Wkg Holiday (x 200%)							
	Night Differential (x 110%)							
	Emergency in Case of Calamity (x 100%)							
	TRANSPORTATION							
	LODGING							
II	Amount Payable to the Government							
	(ER Share in Contribution-Based on APE Net of 13th Mo	28,328.50						
	Pag-ibig Contribution	200.00						
	SSS Contribution with Mandatory Provident Fund	2,707.50						
	PHIC	697.08						
	ECC	30.00						
	Sub-Total	3,634.58						
III	Amount Payable for Insurance (INS)							
	Insurance Premium (Monthly)	12.50						
IV	Total Amount Payable to EE, GOVT & INS	34,299.17						
V	Add: Administrative Expenses (not more than 10%)	-						
VI	Total Service Cost Per Month	34,299.17						
VII	Add: Value Added Tax (12%)	4,115.90						
VIII	Total Billing Per Month	38,415.07						8
	Rate/Day	1,472.79						
	Rate/Hour	184.10						

Please type your percentage here!

BET/FMS-I COST COMPUTATION											
Regular Months	Amt	OT on Normal Days (hrs)	Amt	OT on Sundays/ Holidays (hrs)	Amt	OT on Non-Working Holiday s (hrs)	Amt	Night Differential (hrs)	Amt	Emergency in Case of Calamity (hrs)	Amt
		125%		150%		200%		110%		100%	
		64	14,727.90								
				282.86	78,112.47						
						256	103,684.48				
								-	-		
										64	12,960.56
											-
											-
12	3,687,846.47		14,727.90		78,112.47		103,684.48		-		12,960.56
											3,897,331.87

Cost of Y1	3,897,331.87
Cost of Y2 -1.05*Y1	4,092,198.47
TOTAL PROJECT COST (BET/FMS-I)	7,989,530.34

NOTES:

1. For uniformity and evaluation purposes, the bidder shall adhere to the herein prescribed format of Bid Breakdown specifically in the formula for the computation from the given quantity and exclusive pay items, of the ABC. Any deviation from the format shall be a ground for disqualification of the bid.

2. Any bid exceeding the ABC shall not be accepted, as follows:
   Year 1 - ₱ 4,275,400.62
   Year 2 - ₱ 4,489,170.65
   TOTAL ₱ 8,764,571.27

3. 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

4. Please use the soft copy of the Bid Breakdown provided to the bidders.

5. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

6. Bid proposal must be inclusive of all applicable taxes.

7. Warranty requirement is at no cost to SSS.

Please type your details here!

Name:

Legal capacity:

Signature:

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

BUILDING AND FACILITIES MAINTENANCE SERVICES

LOT 1 - MAIN OFFICE, NCR PROPERTIES, NCR BRANCHES

INSTRUCTION: PLEASE FILL-IN THE CELLS SHADED WITH YELLOW.

	Particulars	
	Applicable Daily Rate (ADR)	1,069.00
I	Amount Payable to the Employee	
	Basic Pay (313 days)	27,883.08
	Service Incentive Leave (5 days)	445.42
	13th Month Pay	2,323.59
	Sub-Total	30,652.09
	OVERTIME	
	Normal Days (x125%)	
	Sundays/Holidays (x150%)	
	Non-Wkg Holiday (x200%)	
	Night Differential (x110%)	
	Emergency in Case of Calamity (x100%)	
	TRANSPORTATION	
	LODGING	
II	Amount Payable to the Government	
	(ER Share in Contribution-Based on APE Not of 13th Mo	28,328.50
	Pag-ibig Contribution	200.00
	SSS Contribution with Mandatory Provident Fund	2,707.50
	PHIC	697.08
	ECC	30.00
	Sub-Total	3,634.58
III	Amount Payable for Insurance (INS)	
	Insurance Premium (Monthly)	12.50
IV	Total Amount Payable to EE, GOVT & INS	34,299.17
V	Add: Administrative Expenses (not more than 10%)	-
VI	Total Service Cost Per Month	34,299.17
VII	Add: Value Added Tax (12%)	4,115.90
VIII	Total Billing Per Month	38,415.07
	Rate/Day	1,472.79
	Rate/Hour	184.10

EMFT/FMS-I MANPOWER LOADING

1st 6AM-3PM	2nd Shift 2PM-11PM	3rd Shift 10PM-7AM	Subtotal Manpower	+Buffer (For retiring EEs and as needed	Total Manpower
6	6	2	14	6	20
					20

Please type your percentage here!

EMFT/FMS-I COST COMPUTATION

Regular Months	Amt	OT on Normal Days	Amt	OT on Sundays/ Holidays	Amt	OT on Non-Working	Amt	Night Differential (hrs)	Amt	Emergency in Case of	Amt
		125%		150%		200%		110%		100%	
		160	36,819.75								
				7,126.09	1,967,857						
						1,280	471,292.80				
								6,886	1,394,474.39		
										160	29,455.80
											-
											-
12	9,219,616.16		36,819.75		1,967,856.90		471,292.80		1,394,474.39		29,455.80
											13,119,515.81

Cost of Y1	13,119,515.81
Cost of Y2 -1.05*Y1	13,775,491.60
TOTAL PROJECT COST (BET/FMS-I)	26,895,007.41

NOTES:

1. For uniformity and evaluation purposes, the bidder shall adhere to the herein prescribed format of Bid Breakdown specifically in the formula for the computation from the given quantity and exclusive pay items, of the ABC. Any deviation from the format shall be a ground for disqualification of the bid.

2. Any bid exceeding the ABC shall not be accepted, as follows:
   Year 1 - ₱ 14,431,470.04
   Year 2 - ₱ 15,153,043.54
   TOTAL ₱ 29,584,513.58

3. 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

4. Please use the soft copy of the Bid Breakdown provided to the bidders.

5. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

6. Bid proposal must be inclusive of all applicable taxes.

7. Warranty requirement is at no cost to SSS.

Please type your details here!

Name:

Legal capacity:

Signature:

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

BUILDING AND FACILITIES MAINTENANCE SERVICES

LOT 1 - MAIN OFFICE, NCR PROPERTIES, NCR BRANCHES

INSTRUCTION: PLEASE FILL-IN THE CELLS SHADED WITH YELLOW.

	Particulars	
	Applicable Daily Rate (ADR)	1,069.00
I	Amount Payable to the Employee	
	Basic Pay (313 days)	27,883.08
	Service Incentive Leave (5days)	445.42
	13th Month Pay	2,323.59
	Sub-Total	30,652.09
	OVERTIME	
	Normal Days (x 125%)	
	Sundays/Holidays (x 150%)	
	Non-Wkg Holiday (x 200%)	
	Night Differential (x 110%)	
	Emergency in Case of Calamity (x 100%)	
	TRANSPORTATION	
	LODGING	
II	Amount Payable to the Government	
	(ER Share in Contribution-Based on APE Not of 13th Mo	28,328.50
	Pag-ibig Contribution	200.00
	SSS Contribution with Mandatory Provident Fund	2,707.50
	PHIC	697.08
	ECC	30.00
	Sub-Total	3,634.58
III	Amount Payable for Insurance (INS)	
	Insurance Premuim (Monthly)	12.50
IV	Total Amount Payable to EE, GOVT & INS	34,299.17
V	Add: Administrative Expenses (not more than10%)	-
VI	Total Service Cost Per Month	34,299.17
VII	Add: Value Added Tax (12%)	4,115.90
VIII	Total Billing Per Month	38,415.07
	Rate/Day	1,472.79
	Rate/Hour	184.10

NCRP & BR/FMS-II MANPOWER LOADING

1st 6AM-3PM	2nd Shift 2PM-11PM	3rd Shift 10PM-7AM	Subtotal Manpower	+Buffer (For retiring EEs and as needed	Total Manpower
10	2	0	12	2	14
					14

Please type your percentage here!

NCR PROP & BRANCHES/FMS-II COST COMPUTATION

Regular Months	Amt	OT on Normal Days	Amt	OT on Sundays / Holidays	Amt	OT on Non-Working	Amt	Night Differential (hrs)	Amt	Emergency in Case of	Amt
		125%		150%		200%		110%		100%	
		112	28,351.23								
				494.84	150,314.98						
						448	181,447.84				
								626	139,447.53		
										112	22,680.98
											-
											-
12	6,453,731.31		28,351.23		150,314.98		181,447.84		139,447.53		22,680.98
											6,975,973.86

Cost of Y1	6,975,973.86
Cost of Y2 -1.05*Y1	7,324,772.56
TOTAL PROJECT COST (NCR PROP & BRANCHES/FMS-II)	14,300,746.42

SUMMARY FOR LOT 1

Cost of Y1	23,992,821.55
Cost of Y2 -1.05*Y1	25,192,462.63
TOTAL PROJECT COST (LOT 1)	**49,185,284.18**

NOTES:

1. For uniformity and evaluation purposes, the bidder shall adhere to the herein prescribed format of Bid Breakdown specifically in the formula for the computation from the given quantity and exclusive pay items, of the ABC. Any deviation from the format shall be a ground for disqualification of the bid.

2. Any bid exceeding the ABC shall not be accepted, as follows:

   Year 1 - ₱ 7,621,347.00
   Year 2 - ₱ 8,002,414.35
   TOTAL ₱ 15,623,761.35

SUMMARY (LOT 1)

   Year 1 - ₱ 26,328,217.66
   Year 2 - ₱ 27,644,628.54
   TOTAL ₱ 53,972,846.20

3. 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

4. Please use the soft copy of the Bid Breakdown provided to the bidders.

5. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

6. Bid proposal must be inclusive of all applicable taxes.

7. Warranty requirement is at no cost to SSS.

Please type your details here!

Name:

Legal capacity:

Signature:

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

FORM-02-A

Price Schedule(s)/Bid Breakdown

Name of Bidder: Invitation to Bid No. ITB-SSS-Goods-2024-076

BUILDING AND FACILITIES MAINTENANCE SERVICES

LOT 2 - LUZON OPERATIONS GROUP

INSTRUCTION: PLEASE FILL-IN THE CELLS SHADED WITH YELLOW.

	Particulars	
	Applicable Daily Rate (ADR)	1,069.00
I	Amount Payable to the Employee	
	Basic Pay (313 days)	27,883.08
	Service Incentive Leave (5days)	445.42
	13th Month Pay	2,323.59
	Sub-Total	30,652.09
	OVERTIME	
	Normal Days (x 125%)	
	Sundays/Holidays (x 150%)	
	Non-Wkg Holiday (x 200%)	
	Night Differential (x 110%)	
	Emergency in Case of Calamity (x 100%)	
	TRANSPORTATION	
	LODGING	
II	Amount Payable to the Government	
	(ER Share in Contribution-Based on APE Not of 13th	28,328.50
	Pag-ibig Contribution	200.00
	SSS Contribution with Mandatory Provident Fund	2,707.50
	PHIC	697.08
	ECC	30.00
	Sub-Total	3,634.58
III	Amount Payable for Insurance (INS)	
	Insurance Premuim (Monthly)	12.50
IV	Total Amount Payable to EE, GOVT & INS	34,299.17
V	Add: Administrative Expenses (not more than 10%)	-
VI	Total Service Cost Per Month	34,299.17
VII	Add: Value Added Tax (12%)	4,115.90
VIII	Total Billing Per Month	38,415.07
	Rate/Day	1,472.79
	Rate/Hour	184.10

LUZON OP GRP MANPOWER LOADING

1st Shift 6AM-3PM	2nd Shift 2PM-11PM	3rd Shift 10PM-7AM	Subtotal Manpower	+Buffer (For retiring EEs and as needed add'l pax)	Total Manpower
20	0	0	20	2	22
					22

Please type your percentage here!

LUZON OP GRP COST COMPUTATION

Regular Months	Amt	OT on Normal Days (hrs)	Amt	OT on Sundays/ Holidays (hrs)	Amt	OT on Non-Working Holidays (hrs)	Amt	Night Differential (hrs)	Amt	Emergency in Case of Calamity (hrs)	Amt
		125%		150%		200%		110%		100%	
		176	40,501.73								
				792	218,709.32						
						575	211,641.11				
								0	-		
										176	32,401.38
											10,423.70
											37,613.26
12	10,141,577.78		40,501.73		218,709.32		211,641.11				80,438.34
											10,692,868.27

Cost of Y1	10,692,868.27
Cost of Y2 -1.05*Y1	11,227,511.68
TOTAL PROJECT COST (LOT 2)	**21,920,379.95**

NOTES:

1. For uniformity and evaluation purposes, the bidder shall adhere to the herein prescribed format of Bid Breakdown specifically in the formula for the computation from the given quantity and exclusive pay items, of the ABC. Any deviation from the format shall be a ground for disqualification of the bid.

2. Any bid exceeding the ABC shall not be accepted, as follows:
   Year 1 - ₱ 11,757,351.74
   Year 2 - ₱ 12,345,219.33
   TOTAL ₱ 24,102,571.07

3. 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

4. Please use the soft copy of the Bid Breakdown provided to the bidders.

5. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

6. Bid proposal must be inclusive of all applicable taxes.

7. Warranty requirement is at no cost to SSS.

Please type your details here!

Name:

Legal capacity:

Signature:

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

FORM-02-B

Price Schedule(s)/Bid Breakdown

Name of Bidder: Invitation to Bid No. ITB-SSS-Goods-2024-076

BUILDING AND FACILITIES MAINTENANCE SERVICES

LOT 3 - VISAYAS OPERATIONS GROUP

INSTRUCTION: PLEASE FILL-IN THE CELLS SHADED WITH YELLOW.

	Particulars	
	Applicable Daily Rate (ADR)	1,069.00
I	Amount Payable to the Employee	
	Basic Pay (313 days)	27,883.08
	Service Incentive Leave (5 days)	445.42
	13th Month Pay	2,323.59
	Sub-Total	30,652.09
	OVERTIME	
	Normal Days (x 125%)	
	Sundays/Holidays (x 150%)	
	Non-Wkg Holiday (x 200%)	
	Night Differential (x 110%)	
	Emergency in Case of Calamity (x 100%)	
	TRANSPORTATION	
	LODGING	
II	Amount Payable to the Government	
	(ER Share in Contribution-Based on APE Net of 13th M	28,328.50
	Pagibig Contribution	200.00
	SSS Contribution with Mandatory Provident Fund	2,707.50
	PHIC	697.08
	ECC	30.00
	Sub-Total	3,634.58
III	Amount Payable for Insurance (INS)	
	Insurance Premuim (Monthly)	12.50
IV	Total Amount Payable to EE, GOVT & INS	34,299.17
V	Add: Administrative Expenses (not more than 10%)	-
VI	Total Service Cost Per Month	34,299.17
VII	Add: Value Added Tax (12%)	4,115.90
VIII	Total Billing Per Month	38,415.07
	Rate/Day	1,472.79
	Rate/Hour	184.10

Please type your percentage here!

VISATAS OP GRP MANPOWER LOADING

1st Shift 6AM-3PM	2nd Shift 2PM-11PM	3rd Shift 10PM-7AM	Subtotal Manpower	+Buffer (For retiring EEs and or needed add'l pax)	Total Manpower
8	0	0	8	2	10
					10

VISATAS OP GRP COST COMPUTATION

Regular Monthly	Amt	OT on Normal Days (hrs)	Amt	OT on Sundays/Holidays (hrs)	Amt	OT on Non-Working Holidays (hrs)	Amt	Night Differential (hrs)	Amt	Emergency in Case of Calamity (hrs)	Amt
		125%		150%		200%		110%		100%	
		69	15,779.89								
				280	77,196.32						
						288	105,859.92				
								0	-		
										70	12,886.91
											11,482.20
											29,084.20
12	4,609,808.08		15,779.89		77,196.32		105,859.92		-		53,453.31
											4,862,097.53

Cost of Y1	4,862,097.53
Cost of Y2 -1.05*Y1	5,105,202.41
TOTAL PROJECT COST (LOT 3)	**9,967,299.93**

NOTES:

1. For uniformity and evaluation purposes, the bidder shall adhere to the herein prescribed format of Bid Breakdown specifically in the formula for the computation from the given quantity and exclusive pay items, of the ABC. Any deviation from the format shall be a ground for disqualification of the bid.

1. Any bid exceeding the ABC shall not be accepted, as follows:
   Year 1 - ₱ 5,344,250.79
   Year 2 - ₱ 5,611,463.32
   TOTAL ₱ 10,955,714.11

3. 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

4. Please use the softcopy of the Bid Breakdown provided to the bidders.

5. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

6. Bid proposal must be inclusive of all applicable taxes.

7. Warranty requirement is at no cost to SSS.

Please type your details here!

Name:

Legal capacity:

Signature:

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

FORM-02-C

Price Schedule(s)/Bid Breakdown

Name of Bidder: Invitation to Bid No. ITB-SSS-Goods-2024-076

BUILDING AND FACILITIES MAINTENANCE SERVICES

LOT 4 - MINDANAO OPERATIONS GROUP

INSTRUCTION: PLEASE FILL-IN THE CELLS SHADED WITH YELLOW.

	Particulars		MINDANAO OP GRP MANPOWER LOADING					
			1st Shift 6AM-2PM	2nd Shift 2PM-11PM	3rd Shift 10PM-7AM	Subtotal Manpower	+Buffer (For retiring EEs and as needed add'l pax)	Total Manpower
			10	0	0	10	2	12
	Applicable Daily Rate (ADR)	1,069.00						
I	Amount Payable to the Employee							
	Basic Pay (313 days)	27,883.08						
	Service Incentive Leave (5 days)	445.42						
	13th Month Pay	2,323.59						
	Sub-Total	30,652.09						
	OVERTIME							
	Normal Days (x 125%)							
	Sundays/Holidays (x 150%)							
	Non-Wkg Holiday (x 200%)							
	Night Differential (x 110%)							
	Emergency in Case of Calamity (x 100%)							
	TRANSPORTATION							
	LODGING							
II	Amount Payable to the Government							
	(ER Share in Contribution-Based on APE Net of 13th M	28,328.50						
	Pag-ibig Contribution	200.00						
	SSS Contribution with Mandatory Provident Fund	2,707.50						
	PHIC	697.08						
	ECC	30.00						
	Sub-Total	3,634.58						
III	Amount Payable for Insurance (INS)							
	Insurance Premuim (Monthly)	12.50						
IV	Total Amount Payable to EE, GOVT & INS	34,299.17						
V	Add: Administrative Expenses (not more than 10%)	-						
VI	Total Service Cost Per Month	34,299.17						
VII	Add: Value Added Tax (12%)	4,115.90						
VIII	Total Billing Per Month	38,415.07						12
	Rate/Day	1,472.79						
	Rate/Hour	184.10						

Please type your percentage here!

MINDANAO OP GRP COST COMPUTATION											
Regular Months	Amt	OT on Normal Days (hrs)	Amt	OT on Sundays/ Holidays (hrs)	Amt	OT on Non-Working Holidays (hrs)	Amt	Night Differential (hrs)	Amt	Emergency in Case of Calamity (hrs)	Amt
		125%		150%		200%		110%		100%	
		96	22,091.85								
				437	120,776.86						
						290	106,616.08				
								0	-		
										96	17,673.48
											13,280.00
											21,000.00
12	5,531,769.70		22,091.85		120,776.86		106,616.08		-		51,953.48
											5,833,207.97

Cost of Y1	5,833,207.97
Cost of Y2 -1.05*Y1	6,124,868.37
TOTAL PROJECT COST (LOT 4)	**11,958,076.35**

NOTES:

1. For uniformity and evaluation purposes, the bidder shall adhere to the herein prescribed format of Bid Breakdown specifically in the formula for the computation from the given quantity and exclusive pay items, of the ABC. Any deviation from the format shall be a ground for disqualification of the bid.

2. Any bid exceeding the ABC shall not be accepted, as follows:
   Year 1 - ₱ 6,413,100.95
   Year 2 - ₱ 6,733,756.00
   TOTAL ₱ 13,146,856.95

3. 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

4. Please use the soft copy of the Bid Breakdown provided to the bidders.

5. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

6. Bid proposal must be inclusive of all applicable taxes.

7. Warranty requirement is at no cost to SSS.

Please type your details here!

Name:

Legal capacity:

Signature:

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

FORM 03

Formula in the Computation of NFCC

BUILDING AND FACILITIES MAINTENANCE SERVICES

Lot 1 – SSS Main Office, NCR Properties & NCR Branches

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

FORM 03-A

Formula in the Computation of NFCC

BUILDING AND FACILITIES MAINTENANCE SERVICES

Lot 2 – SSS Luzon Operations Group

_____

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

FORM 03-B

Formula in the Computation of NFCC

BUILDING AND FACILITIES MAINTENANCE SERVICES

Lot 3 – Visayas Operations Group

_____

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

FORM 03-C

Formula in the Computation of NFCC

BUILDING AND FACILITIES MAINTENANCE SERVICES

Lot 4 – Mindanao Operations Group

_____

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

FORM-04

(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)

FORM-05

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	OWNER'S NAME, ADDRESS, CONTACT NUMBERS AND E-MAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	REMARKS (Indicate "With NDA" or "Without NDA")

NOTE: INCLUDING PROJECTS WITH NON-DISCLOSURE AGREEMENT (NDA)

FORM-06

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 1 – SSS Main Office, NCR Properties & NCR Branches)

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH ATTACHED CERTIFICATE OF FINAL COMPLETION

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

NOTE: SLCC SHOULD BE PROJECTS WITHOUT NON-DISCLOSURE AGREEMENT (NDA)

FORM-06-A

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 2 – SSS Luzon Operations Group)

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH ATTACHED CERTIFICATE OF FINAL COMPLETION

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

NOTE: SLCC SHOULD BE PROJECTS WITHOUT NON-DISCLOSURE AGREEMENT (NDA)

FORM-06-B

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 3 – SSS Visayas Operations Group)

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH ATTACHED CERTIFICATE OF FINAL COMPLETION

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

NOTE: SLCC SHOULD BE PROJECTS WITHOUT NON-DISCLOSURE AGREEMENT (NDA)

FORM-06-C

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 4 – SSS Mindanao Operations Group)

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH ATTACHED CERTIFICATE OF FINAL COMPLETION

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

NOTE: SLCC SHOULD BE PROJECTS WITHOUT NON-DISCLOSURE AGREEMENT (NDA)

FORM-07

Bid Securing Declaration Form

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 1 – SSS Main Office, NCR Properties & NCR Branches)

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

BID SECURING DECLARATION

Project Identification No.: *ITB-SSS-Goods-2024-076*

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

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

FORM-07-A

Bid Securing Declaration Form

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 2 – SSS Luzon Operations Group)

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

BID SECURING DECLARATION

Project Identification No.: *ITB-SSS-Goods-2024-076*

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

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

FORM-07-B

Bid Securing Declaration Form

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 3 – SSS Visayas Operations Group)

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

BID SECURING DECLARATION

Project Identification No.: ***ITB-SSS-Goods-2024-076***

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

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

FORM-07-C

Bid Securing Declaration Form

BUILDING AND FACILITIES MAINTENANCE SERVICES
(LOT 4 – SSS Mindanao Operations Group)

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

BID SECURING DECLARATION

Project Identification No.: ***ITB-SSS-Goods-2024-076***

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

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

Contract Agreement Form for the Procurement of Goods (Revised)

CONTRACT AGREEMENT

BUILDING AND FACILITIES MAINTENANCE SERVICES
For lots 1 to 4

ITB-SSS-Goods-2024-076

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. **SERVICE PROVIDER 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

FORM-09

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 *[insert Name of Bidder]* with office address at *[insert address of Bidder]*;

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

2. ***Select one, delete the other:***

   [If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[insert 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 *BUILDING AND FACILITIES MAINTENANCE SERVICES For lots 1 to 4* of the *SOCIAL SECURITY SYSTEM* 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 *BUILDING AND FACILITIES MAINTENANCE SERVICES For lots 1 to 4* of the *SOCIAL SECURITY SYSTEM*, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable*;)];*

3. *[insert 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. *[insert 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, Procurement Agent if engaged, 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 *[insert Name of Bidder]* is related to the **Head of the Procuring Entity, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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. *[insert Name of Bidder]* complies with existing labor laws and standards; and

8. *[insert 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 *BUILDING AND FACILITIES MAINTENANCE SERVICES For lots 1 to 4*.

9. *[insert 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

FORM-10

REPUBLIC OF THE PHILIPPINES]
NAME OF CITY] S.S

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 BUILDING AND FACILITIES MAINTENANCE SERVICES For lots 1 to 4 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 S**OCIAL 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 _____

FORM-11

Republic of the Philippines

SOCIAL SECURITY SYSTEM

PERFORMANCE EVALUATION OF SERVICE PROVIDER

INSTRUCTION: *Please require proponent to submit this form every Semester per Lot*

PROJECT: BUILDING AND FACILITIES MANTENANCE SERVICES

Sem	Year

RATING SCALE		
Score	Numerical	Adjectival
100	5	Outstanding (O)
90 - 99.99	4	Very Satisfactory (VS)
75 - 89.99	3	Satisfactory (S)
60 - 74.99	2	Unsatisfactory (US)
59.99 - below	1	Poor (P)

CRITERIA		POINTS	REMARKS
I. CONTRACT ADMINISTRATION AND MANAGEMENT			
A. COMPLETION OF WORKDAYS			
- Availability of Reliever	10		
- Compliance to required number of working days	10		
B. SALARIES AND WAGES			
- Paid in accordance to schedule	10		
- Full settlement of salaries	10		
C. TIMELY SUBMISSION OF ACCURATE BILLINGS	10		
II. EFFECTIVE SERVICE			
- Compliance to Scope of Services	10		
- Supply of manpower complement and deployment	10		
III. TIME MANAGEMENT			
- Punctuality of personnel	10		
IV. MANAGEMENT & SUITABILITY OF PERSONNEL			
- Courtesy, discipline, efficiency, honesty and cooperation	10		
- Complete uniform, ID and good grooming	10		
OVERALL RATING	**100**		

OBSERVATIONS:	**RECOMMENDATIONS:**
Rated By: Signature over printed name **Section Head/ Administrative Assistant**	Approved By: Signature over printed name **Dept Head/ Branch Head**

ANNEX A

Coverage of Services	
OFFICE/UNIT	**ADDRESS**
Lot 1 - SSS Main Office	
• EFMD	2F, SSS Main Office Bldg., East Avenue, Diliman, Quezon City
• NCR Properties	SSS Makati Building 6782 Ayala Ave., cor. VA Rufino St., Makati City HongKong Sun Plaza Building Roxas Blvd, Pasay City
• NCR Branches	NCR North Division 8F SSS Main Bldg, East Ave., Quezon City NCR East Division 2F Cromagen Bldg., 8007 Pioneer St., Kapitolyo, Pasig City NCR South Division 2F SSS Makati Building 6782 Ayala Ave., cor. VA Rufino St., Makati City NCR West Division GF Padilla Bldg., 232 San Juan Luna St., Binondo Manila
Lot 2 - SSS Luzon Operations Group	
• Luzon North 1 Division	SSS Bldg., Harrison Road, Baguio City
• Luzon North 2 Division	2F, Puregold Cauayan, Don Juan Dacanay St., San Fermin, Cauayan City, Isabela
• Luzon Central 1 Division	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City
• Luzon Central 2 Division	SSS Bldg., Diosdado Macapagal Govt. Center, Brgy. Maimpis, San Fernando City, Pampanga
• Luzon South 1 Division	SSS Bldg., Balagtas Blvd. corner Paulino St., San Pablo City
• Luzon South 2 Division	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City
• Luzon Bicol Division	SSS Bldg., Concepcion, Pequeña, Naga City
Lot 3 - SSS Visayas Operations Group	
• Visayas Central 1 Division	3F, SSS Bldg., Brgy. Kalubihan Osmena Boulevard, Cebu City
• Visayas Central 2 Division	Yuvallos Bldg., Veloso St., Punta, Ormoc City
• Visayas West 1 Division	SSS Bldg., Lacson St., Bacolod City, Negros Occidental
• Visayas West 2 Division	GT Mall Plaza, MH Del Pilar, Molo, Iloilo City
Lot 4 - SSS Mindanao Operations Group	
• Mindanao North Division	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City
• Mindanao South 1 Division	SSS Bldg., J.P. Laurel Ave., Bajada, Davao City
• Mindanao South 2 Division	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City
• Mindanao West Division	PHIDCO Bldg., Veterans Ave. Zamboanga City

ANNEX B

MANPOWER COMPLEMENT AND DEPLOYMENT

1. Technicians	**Subtotal Manpower**	**'+Buffer (For retiring EEs and as needed add'l pax)**	**Total Manpower**
1.1 SSS Main Office, NCR Properties & NCR Branches (LOT 1)	**32**	**10**	**42**
FMS-I, BET	6	2	8
• All- around/Multi-Skilled/Experienced Finishing Carpenter/ Finishing Painter/Welder/ Finishing Tile Setter	5	2	
• Plumber	1		
FMS-I, EMFT			
• Multi-Skilled/Experienced Electro - Mechanical Technician	14	7	21
FMS II, NCR PROPERTIES			
• Multi-Skilled/Experienced Electro - Mechanical Technician	4	1	13
FMS-II, NCR BRANCHES			
• Multi-Skilled/Experienced Electro - Mechanical Technician	8		
Sub-total			**42**
1.2 SSS LUZON Operations Group (LOT 2)			
Multi-Skilled/Experienced Electro - Mechanical Technician of Luzon Operations Group	**20**	**2**	**22**
• Luzon North 1 Division	2	2	
• Luzon North 2 Division	2		
• Luzon Central 1 Division	2		
• Luzon Central 2 Division	2		
• Luzon South 1 Division	2		
• Luzon South 2 Division	6		

1. Technicians	Subtotal Manpower	'+Buffer (For retiring EEs and as needed add'l pax)	Total Manpower
• Luzon Bicol Division	4		
Sub-total			**22**
1.3 SSS VISAYAS Operations Group (LOT 3)			
Multi-Skilled/Experienced Electro - Mechanical Technician of Visayas Operations Group	**8**	**2**	**10**
• Visayas Central 1 Division	2	2	
• Visayas Central 2 Division	2		
• Visayas West 1 Division	2		
• Visayas West 2 Division	2		
Sub-total			**10**
1.4 SSS MINDANAO Operations Group (LOT 4)			
Multi-Skilled/Experienced Electro - Mechanical Technician of Mindanao Operations Group	**10**	**2**	**12**
• Mindanao North Division	2	2	2
• Mindanao South 1 Division	2		2
• Mindanao South 2 Division	2		2
• Mindanao West Division	4		4
Sub-total			**12**
TOTAL			**86**

Republic of the Philippines

gppb

Government Procurement Policy Board