SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of GOODS

CARGO FORWARDING SERVICES (3RD ADVERTISEMENT)

ITB-SSS-GOODS-2024-058

Government of the Republic of the Philippines
AUGUST 2024

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TWG Chairperson

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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-2024-058

CARGO FORWARDING SERVICES
(3RD ADVERTISEMENT)

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*
₱ 47,481,816.37 Year 1 - ₱15,827,272.12 Year 2 - ₱15,827,272.12 Year 3 - ₱15,827,272.13 Approved 2024 Corporate Operating Budget under MOOE with Code PAP 2024-0198 of the Annual Procurement Plan (APP)	Three (3) years from receipt of Notice to Proceed and Signed Contract/Job Order	₱25,000.00	*August 15, 2024 (Thursday) 10:30 a.m.*	*September 5, 2024 (Thursday) 2:00 p.m.*

1. The ***SOCIAL SECURITY SYSTEM*** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project**. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II - Instruction to Bidders.

2. Bids received in excess of the ABC shall be automatically rejected at bid opening.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the "Government Procurement Reform Act".

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.

5. A complete set of Bidding Documents may be acquired by interested bidders **starting 07 August 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 14 August 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 **07 August 2024**.

THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: itb-sss-goods-2024-058-Cargo Forwarding Services (3rd adv)

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the Cargo Forwarding Services (3rd Advertisement), with identification number *ITB-SSS-Goods-2024-058.*

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for CY2024 in the amount of Forty-Seven Million Four Hundred Eighty-One Thousand Eight Hundred Sixteen Pesos and 37/100 (₱47,481,816.37).

2.2. The source of funding is from the Approved 2024 Corporate Operating Budget under MOOE with Code PAP 2024-0198 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 that shall be awarded as one contract.

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

20. Post-Qualification

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

<table>
<tr><th>ITB Clause</th><th></th></tr>
<tr><td>5.3</td><td>For this purpose, contracts similar to the project shall be:

a. Cargo Forwarding Services with at least one (1) year contract.

b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</td></tr>
<tr><td>7.1</td><td>No further instruction.</td></tr>
<tr><td>12</td><td>The price of the goods shall be quoted DDP to be delivered from SSS Main Office to SSS Branches and vice versa.</td></tr>
<tr><td>14.1</td><td>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

<table>
<tr><th>Form of Bid Security</th><th>Amount of Bid Security (Not less than the Percentage of the ABC)</th></tr>
<tr><td>Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.</td><td rowspan="2">Two percent (2%)
or
₱949,636.33</td></tr>
<tr><td>Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td></tr>
<tr><td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>Five percent (5%)
or
₱2,374,090.82</td></tr>
</table>

* 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.</td></tr>
<tr><td>19.3</td><td>The ABC is ₱47,481,816.37, broken down as follows:

Year 1 - ₱15,827,272.12

Year 2 - ₱15,827,272.12</td></tr>
</table>

	Year 3 - ₱15,827,272.13 Any bid with a financial component exceeding the amount per year shall not be accepted.
20.1	No 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 prior to the submission & opening of bids filed electronically (EFPS);
21.1	No further instruction.

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:** The Service Provider shall perform the following: 1. Packaging, crating, and handling of SSS cargoes, furniture, equipment and other materials for shipment from SSS Main Office to branch/division offices and vice versa; and to various destinations/offices nationwide. 2. Forward the cargoes immediately to airport or direct to consignees' location as the case maybe, after appropriate packing and documentation at SSS. 3. Secure acceptance or receipt of cargoes by duly authorized representative of consignee within twenty-four (24) hours from the time of delivery. 4. Actual delivery of cargoes shall be done during office hours and/or anytime as may be required by the SSS. 5. Submit to SSS proofs of delivery and daily/weekly status report of cargo/es sent from SSS Main Office to branches and vice versa. 6. In case of damage or loss, replace within fifteen (15) calendar days the cargoes of the same kind and make and/or pay the damages that may be suffered by the SOCIAL SECURITY SYSTEM within ten (10) calendar days. 7. Should SSS open new offices/branches, or enter into new contract with new commercial/rural banks or collecting partners, the rate of cargo forwarding requirements for that office/branch, commercial/rural banks or collecting partners shall be based on the applicable rate on the adjacent SSS branch/office. 8. Provide its own closed-van service vehicle(s) and personnel exclusively to be detailed to SSS in carrying out the safe and secure handling of cargoes: packaging, crating, pick-up and delivery from various origins to various destinations, nationwide. 9. Provide packaging materials including security tape and cartons with SSS logo (specified by SSS). 10. Assign at least two (2) authorized personnel at the OSD Warehouse – SSS Annex Building, East Avenue, Diliman Quezon City for the duration of the contract to do the receiving and packaging of cargoes from SSS Main Office to Branches. 11. Ensure that the assigned personnel must report at the OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman Quezon City from 8:00 AM to 5:00 PM, Monday to Friday, must have an ID and must be in their proper company uniform. 12. Provide additional manpower as the need arises or upon the request of SSS at no additional cost to the SSS. 13. Provide an on-line computerized billing system that can be accessed through internet to be detailed at OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman Quezon City.

14. Provide a laptop where computerized tracking and billing systems is installed to be detailed at OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman Quezon City.

15. The Supplier shall comply with the following service level requirements (SLR):

    15.1 SSS Main Office to Branches:

    a. Airfreight / Overland - Maximum delivery period of five (5) working days from pick-up of cargoes.
    b. Inter-island - Maximum delivery period of ten (10) working days from pick-up of cargoes.

    15.2 In case of erroneous delivery, the service provider shall ensure that it still complies with the SLR mentioned above.

    15.3 Pick up time shall not earlier than 4:15 PM daily and no cargoes must be left at the OSD Warehouse – SSS Annex Building, East Avenue, Diliman Quezon City.

    15.4 For SSS Branch to SSS Main Office transactions – pick up time shall be upon the request of the concerned Branch via phone call or email:

    a. Requests for pick up received on or before 12:00NN shall be acted upon not later than 03:00PM within the day of request;

    b. Requests for pick up received after 12:00NN shall be acted upon not later than 10:00AM of the next working day after request;

    c. Requests under emergency cases shall be acted upon within the day. However, the requests shall be coursed thru the Office of the Head, Office Services Department – SSS Main Office, East Ave., Diliman Quezon City.

16. To observe extraordinary diligence in the transport of goods and shall be responsible for the loss, damage, destruction, and deterioration of the goods until the same has been delivered and accepted by the SSS.

17. The extraordinary responsibility of the service provider shall commence from the time the goods are entrusted in possession of the service provider and ends when received by the SSS or the person duly authorized to receive the goods.

18. To observe extraordinary diligence over the goods, remains in full force and effect even when temporarily unloaded or stored in transit, unless the shipper or owner has made use of the right of stoppage in transit.

19. The extraordinary liability of the service provider continues to be operative even during the time goods are stored in a warehouse of the service provider at the place of destination, until the SSS has been advised of the arrival of the goods and has reasonable opportunity thereafter to remove them or otherwise disposed them.

20. Shall exercise due diligence in the performance of its duties and in following and observing local ordinances, public order, public policy and good customs and other related laws.

	Other requirements – The SSS shall conduct every semester an assessment or evaluation of the performance of the service provider. The SSS, based on its assessment may terminate the contract for failure of the service provider/contractor to perform its obligations. Criteria for evaluation are stated in the performance evaluation sheet (Annex B). **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 to Social Security System offices (see attached Annex A for office sites). 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 Atty. Junjie M. Labangco, Head, Office Services Department (OSD) or his authorized representative. **Packaging –** The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications

	A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. **Transportation –** Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price. Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.
2.2	The terms of payment shall be monthly based on the actual delivery weight per month which shall be credited to the LANDBANK or DBP or any choice of bank account subject to applicable bank charges of the winning bidder. The Service Provider's shall submit invoice/statement of account together with Waybill, and Shipment Order. 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 Letter of Credit is not allowed.
4	No further instruction.
5.1	In case of damage or loss, replace within fifteen (15) calendar days upon receipt of the notice, the cargoes of the same kind and make, and/or pay the damages that may have incurred by the SOCIAL SECURITY SYSTEM within ten (10) calendar days.

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 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 of 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. Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently. 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 are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract. 8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party. 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 the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. 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 stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Delivered, Weeks/Months
1.	To handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from the SSS Main Office to Branch Offices and vice versa, commercial banks, and rural banks locally.	1 lot	Three (3) years from receipt of Notice to Proceed and Signed Contract/Job Order.
2.	Provide one (1) unit of laptop with computerized tracking and billing systems. Note: To be provided by the winning bidder free of charge for the duration of the contract.	1 unit	Within seven (7) calendar days from receipt of Notice to Proceed and Signed Contract/Job Order

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.			
SSS Main Office to SSS Branch and Vice Versa			
1. SSS Main Office to SSS Branches and Vice Versa	To handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from the SSS Main Office to branch offices and vice versa, commercial banks, and rural banks locally in accordance with Section VI – Schedule of Requirements. The Service Provider must submit Notarized sworn statement certifying that it can handle the shipment and the delivery of Cargoes such as documents, supplies and equipment from Quezon City to SSS Branches and Vice Versa in accordance with Annex A.		
2. One (1) unit laptop	With computerized tracking and billing systems. • New or slightly used (not more than two years) • At least windows 10 pro 64-bit with wi-fi With installed computerized tracking and billing systems, to monitor the whereabouts of the cargo/pouch, and capable of generating monthly billing report based on cargoes dispatched and accepted by the consignee. Note: To be provided by the winning bidder free of charge for the duration of the contract.		

Item	Specification	Statement of Compliance	Annex
	The Service Provider must submit: a. Notarized sworn statement certifying that the desktop/laptop computer and system for preparing waybills and tracking shipments are properly functioning. b. Brochure of laptop to be utilized.		

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) years period prior to the submission and opening of Bids; **and**

☐ (d) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **Or** Original copy of Notarized Bid Securing Declaration; **and**

☐ (e) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (f) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

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

CARGO FORWARDING SERVICES
(3RD ADVERTISEMENT)

Date:_____
Project Identification No.: ITB-SSS-Goods-2024-058

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] CARGO FORWARDING SERVICES 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 of agent	Amount and Currency	Purpose of Commission or gratuity

(if none, state "None")

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

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

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

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

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

Name: _____

Legal capacity:_____

Signature:_____

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

Date: _____

FORM-02

Price Schedule(s)/Bid Breakdown

Name of Bidder _____ Invitation to Bid Number: ITB-SSS-Goods-2024-058

Cost Component	Estimated Quantity in Kilogram (kg) for three years	Total Cost
A. Overland	**520,603**	
Document	18,343	₱
Non-Document	502,260	₱
B. Airfreight	**289,220**	
Document	20,570	₱
Non-Document	268,650	₱
TOTAL	**809,823**	**₱**

1. Freight charge is inclusive of handling fee, valuation charge, insurance, bill of lading, VAT and all other applicable fees and charges.
2. Quantity in kilogram shall be used only for computation of cost proposal; Payment shall be based on actual utilization.

A. OVERLAND

DESTINATION/ORIGIN	ESTIMATED FREQUENCY	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR 3 YEARS		FREIGHT CHARGE PER KG		TOTAL FREIGHT COST		TOTAL COST FOR THREE (3) YEARS
		Document	Non-Document	Document	Non-Document	Document	Non-Document	
	(A)	(B)	(C)	(D)	(E)	(F) = B x D	(G) = C x E	(H) = (F+G)
LUZON NORTH 1 (BAGUIO)								
Office of Division Head ; Baguio	881	575	16,895					
Agoo	758	416	12,209					
Bangued	153	152	1,871					
Bontoc	156	225	2,163					
Candon	704	405	11,324					
La Trinidad	69	147	743					
La Union	933	506	14,796					
Laoag	780	426	12,462					
Vigan	771	420	12,327					
Robinsons Place Ilocos Service Office	557	167	4,875					
LUZON NORTH 2 (CAUAYAN)								
Office of Division Head ; Cauayan, Isabela	861	723	16,883					
Ilagan	750	413	12,537					
Santiago, Isabela	1,305	459	13,457					
Solano	750	419	12,276					
Tuguegarao	849	447	13,065					
Aparri, Cagayan Service Office	15	6	5					
Batanes Service Office	15	5	5					
Sanchez, Mira Service Office	15	5	5					
Tabuk Kalinga, Service Office	15	5	5					

DESTINATION/ORIGIN	ESTIMATED FREQUENCY	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR 3 YEARS		FREIGHT CHARGE PER KG		TOTAL FREIGHT COST		TOTAL COST FOR THREE (3) YEARS
		Document	Non-Document	Document	Non-Document	Document	Non-Document	
	(A)	(B)	(C)	(D)	(E)	(F) = B x D	(G) = C x E	(H) = (F+G)
LUZON CENTRAL 1 (TARLAC)								
Office of Division Head ; Tarlac	1,238	902	18,101					
Alaminos	1,037	551	13,499					
Balanga	780	443	12,978					
Baler (Aurora)	74	152	1,173					
Cabanatuan	765	510	12,650					
Camiling	747	426	12,492					
Dagupan	815	456	13,376					
Iba	734	419	12,279					
Mariveles (BEPZ)	747	413	12,066					
San Carlos, Pangasinan	702	404	11,807					
San Jose NE	840	477	12,461					
Urdaneta	771	437	12,783					
Dasol Service Office	15	6	6					
Mangatarem Service Office	15	6	6					
Bayambang Service Office	15	6	6					
BHF Dagupan Service Office	641	201	5,867					
Lingayen Service Office	445	186	5,519					
Paniqui Service Office	14	5	29					
Metrotown Mall Service Office	80	15	438					
Tayug Service Office	654	63	1,835					
Clark Service Office	9	5	5					
LUZON CENTRAL 2 (PAMPANGA)								
Office of Division Head ; Pampanga	275	180	5,271					
Angeles	161	81	2,388					
Baliuag	120	63	1,862					
Bocaue	99	51	1,505					
Dau	195	90	1,515					
Malolos	110	54	1,550					
Meycauayan	137	60	1,760					
Olongapo	147	60	1,874					
San Jose Del Monte	450	293	11,192					
Sta Maria	158	65	2,060					
Robinsons Place Malolos Service Office	21	5	47					
Robinsons Place Angeles Service Office	30	5	63					
Guagua Service Office	15	5	30					
SM Pampanga Service Office	126	21	621					
Robinsons Starmills Service Office	15	5	30					
LUZON SOUTH 1 (SAN PABLO)								
Office of Division Head ; San Pablo	242	146	4,260					
Bacoor	266	134	3,905					
Biñan	260	132	3,857					
Calamba	276	152	4,055					
Carmona	312	165	3,353					
Dasmariñas	434	155	4,524					
Infanta	174	68	1,980					
Lucena	348	173	5,031					
Rosario (EPZA)	291	150	4,443					

DESTINATION/ORIGIN	ESTIMATED FREQUENCY	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR 3 YEARS		FREIGHT CHARGE PER KG		TOTAL FREIGHT COST		TOTAL COST FOR THREE (3) YEARS
		Document	Non-Document	Document	Non-Document	Document	Non-Document	
	(A)	(B)	(C)	(D)	(E)	(F) = B x D	(G) = C x E	(H) = (F+G)
Sta Cruz	432	221	6,455					
Santa Rosa	347	192	5,297					
San Pedro	113	12	677					
Tagaytay	278	132	3,887					
Gumaca Service Office	9	6	158					
Candelaria Service Office	9	6	150					
SM City Bacoor Service Office	9	6	150					
Robinsons Place Imus Service Office	68	5	150					
Robinsons Place Dasmariñas Service Office	102	8	224					
Los Baños Service Office	54	12	348					
Siniloan Service Office	54	5	116					
LUZON SOUTH 2 (BATANGAS)								
Office of Division Head ; Batangas	398	249	7,298					
Boac	267	98	2,864					
Calapan	291	210	4,374					
Lemery	218	111	3,248					
Lipa	269	137	4,016					
Odiongan	252	90	2,610					
Puerto Princesa	276	120	3,000					
San Jose, Occ. Mindoro	225	105	3,311					
Balayan Service Office	17	5	35					
Bongabong Service Office	126	20	575					
Nasugbu Service Office	15	8	15					
Brooke's Point Service Office	15	8	15					
Taytay, Palawan Service Office	74	6	161					
Robinsons Place Palawan Service Office	15	8	15					
Sablayan Service Office	50	11	305					
Mamburao Service Office	6	5	14					
Romblon Representative Office	15	8	30					
Sibuyan Representative Office	6	3	15					
Coron Representative Office	6	3	15					
LUZON BICOL (NAGA)								
Office of Division Head ; Naga	990	533	19,320					
Daet	743	422	12,332					
Iriga	683	392	11,465					
Legazpi	257	126	3,714					
Masbate	69	29	818					
Sorsogon	92	33	971					
Tabaco	729	417	12,291					
Virac	194	98	2,966					
Goa Service Office	126	63	1,829					
Jose Panganiban Service Office	24	5	51					
Labo Service Office	90	6	191					
Sta. Elena Service Office	30	15	75					
Ligao Service office	71	32	926					
Robinsons Place Naga Service Office	606	45	1,328					
TOTAL	**34,857**	**18,343**	**502,260**	**0**	**0**	**0**	**0**	**0**

B. AIRFREIGHT

DESTINATION/ORIGIN	ESTIMATED FREQUENCY	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR 3 YEARS		FREIGHT CHARGE PER KG		TOTAL FREIGHT COST		TOTAL COST FOR THREE (3) YEARS
		Document	Non-Document	Document	Non-Document	Document	Non-Document	
	(A)	(B)	(C)	(D)	(E)	(F) = B x D	(G) = C x E	(H) = (F+G)
LUZON SOUTH 2 (BATANGAS)								
Puerto Princesa, Palawan	242	240	3,120					
Brookes's Point Service Office	9	5	5					
Robinsons Place Palawan Service Office	9	5	17					
Taytay, Palawan Service Office	9	5	5					
VISAYAS CENTRAL 1 DIVISION								
Office of Group; Division Head; Cebu	707	737	9,959					
Bogo	257	255	3,143					
Cebu NRA	252	248	3,144					
Lapu-Lapu	422	377	5,168					
Mandaue	371	323	4,424					
Tagbilaran	288	264	3,614					
Talisay	272	240	3,282					
Toledo	263	157	3,219					
Danao	219	66	921					
SM Cebu Service Office	447	167	2,276					
SM Consolacion Service Office	15	8	30					
Poro (Camotes Island) Service Office	15	8	30					
VISAYAS CENTRAL 2 DIVISION								
Office of Division Head; Ormoc	347	363	4,970					
Calbayog	237	240	2,919					
Catbalogan	251	255	3,159					
Maasin	240	216	2,961					
Tacloban	323	294	4,025					
Borongan Service Office	122	147	842					
Catarman Service Office	65	9	116					
Baybay Service Office	54	8	96					
Biliran Service Office	15	8	30					
Robinsons Place Ormoc Service Office	15	8	30					
VISAYAS WEST 1 DIVISION								
Office of Division Head ; Bacolod	978	813	11,157					
Bacolod East	299	302	3,662					
Bago	245	255	2,990					
Bais	206	195	2,268					
Dumaguete	449	452	5,601					
Kabankalan	291	285	3,516					
Sagay	288	300	3,332					
San Carlos Negros Occidental	762	779	10,668					
Victorias	245	174	2,364					
Bayawan Service Office	35	12	153					
La Carlota Service Office	15	5	30					
Siquijor Service Office	110	35	542					
Robinsons Place Dumaguete Service Office	15	8	30					
Guihulngan Service Office	9	5	5					

DESTINATION/ORIGIN	ESTIMATED FREQUENCY	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR 3 YEARS		FREIGHT CHARGE PER KG		TOTAL FREIGHT COST		TOTAL COST FOR THREE (3) YEARS
		Document	Non-Document	Document	Non-Document	Document	Non-Document	
	(A)	(B)	(C)	(D)	(E)	(F) = B x D	(G) = C x E	(H) = (F+G)
VISAYAS WEST 2 DIVISION								
Office of Division Head ; Iloilo-Molo	339	360	4,940					
Antique	293	284	3,585					
Kalibo	288	293	3,633					
Iloilo-Central	398	420	5,142					
Roxas	465	437	4,359					
Boracay Service Office	132	42	578					
Robinsons Place Iloilo Service Office	273	69	944					
Passi Service Office	90	12	162					
Guimaras Service Office	15	8	30					
MINDANAO NORTH (CDO)								
Office of the Division Head ; Cagayan De Oro	744	602	7,874					
Butuan	702	555	6,770					
Camiguin Service Office	180	164	2,231					
CDO-Lapasan	281	372	3,525					
Gingoog	174	156	2,135					
Iligan	297	420	3,725					
Oroquieta	170	155	2,118					
Ozamis	383	324	4,614					
San Francisco, Agusan	156	131	1,791					
Surigao	252	227	3,096					
Tandag	200	177	2,426					
Valencia	243	203	2,778					
Trento Representative Office	15	8	30					
Dapa Representative Office	15	8	30					
MINDANAO SOUTH 1 (DAVAO)								
Office of the Group Head ; Division Head ; Davao	885	929	12,723					
Bislig	422	287	3,930					
Davao-Ilustre	377	324	4,445					
Digos	518	468	6,416					
Mati	314	275	3,755					
Panabo	407	356	4,865					
Tagum	491	420	5,763					
Toril	458	398	5,438					
NCCC Mall Buhangin Service Office	260	62	834					
NCCC Centerpoint Service Office	15	8	30					
Robinsons Place Tagum Service Office	15	8	30					
Calinan Service Office	15	8	30					
Marasugao Representative Office	15	8	30					
MINDANAO SOUTH 2 (GENSAN)								
Office of the Division Head ; General Santos	471	470	6,437					
Cotabato	350	305	4,169					
Kidapawan	339	302	4,140					
Koronadal	396	345	4,734					
Tacurong	357	320	4,380					

DESTINATION/ORIGIN	ESTIMATED FREQUENCY	ESTIMATED QUANTITY IN KILOGRAM (KG) FOR 3 YEARS		FREIGHT CHARGE PER KG		TOTAL FREIGHT COST		TOTAL COST FOR THREE (3) YEARS
		Document	Non-Document	Document	Non-Document	Document	Non-Document	
	(A)	(B)	(C)	(D)	(E)	(F) = B x D	(G) = C x E	(H) = (F+G)
Robinsons Place Gen San Service Office	129	41	572					
Sarangani Service Office	8	5	32					
Polomolok Service Office	8	5	32					
MINDANAO WEST (ZAMBOANGA)								
Office of the Division Head ; Zamboanga	443	477	6,533					
Dipolog	300	269	3,674					
Ipil	216	188	2,610					
Pagadian	150	90	1,800					
Jolo Service Office	116	99	1,401					
Tawi-Tawi Service Office	15	8	95					
Zamboanga Ecozone Service Office	249	221	3,032					
Basilan Service Office	195	174	2,381					
TOTAL	**23,452**	**20,570**	**268,650**	**0**	**0**	**0**	**0**	**0**

Note:

1. Any bid exceeding the ABC of **₱47,481,816.37** shall not be accepted.

   Breakdown per year:

   Year 1 - ₱15,827,272.12
   Year 2 - ₱15,827,272.12
   Year 3 - ₱15,827,272.13

2. 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
3. Please use the softcopy of the Bid Breakdown provided to the bidders.
4. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
5. Bid proposal must be inclusive of all applicable taxes.
6. Warranty requirement is at no cost to SSS.

Name: _____

Legal capacity:_____

Signature:_____

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

Date: _____

FORM-03

Formula in the Computation of NFCC

CARGO FORWARDING SERVICES
(3RD ADVERTISEMENT)

_____
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

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

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

BID SECURING DECLARATION

Project Identification No.: *ITB-SSS-Goods-2024-058*

To: ***SOCIAL SECURITY SYSTEM***

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-08

Contract Agreement Form for the Procurement of Goods (Revised)

CONTRACT AGREEMENT

CARGO FORWARDING SERVICES
3RD ADVERTISEMENT

ITB-SSS-Goods-2024-058

THIS AGREEMENT made between:

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

- a n d –

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

If corporation

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

   a. Philippine Bidding Documents (PBDs);
      i. Schedule of Requirements;
      ii. Technical Specifications;
      iii. General and Special Conditions of Contract; and
      iv. Supplemental or Bid Bulletins, if any

   b. Supplier's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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

   c. Performance Security;

   d. Notice of Award of Contract; and the Bidder's conforme thereto; and

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

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

4. SSS agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]	*[Insert Name and Signature]*
[Insert Position of Signatory]	*[Insert Position of Signatory]*
for:	*for:*
SSS	*[Insert Name of Supplier]*

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

SIGNED IN THE PRESENCE OF:

_____ _____

(Name of Certifying officer as to availability of funds)

(Position of Certifying Officer)

(Department/Office of Certifying Officer)

FUNDS AVAILABLE:

APP No.: _____

FIRST ACKNOWLEDGMENT

Republic of the Philippines)
_____…….) S.S.

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

Name	Competent Evidence of Identity	Date/Place of Issue

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

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

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

SIGNED IN THE PRESENCE OF:

_____ _____

SECOND ACKNOWLEDGMENT

Republic of the Philippines)
_____…….) S.S.

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

Name	Competent Evidence of Identity	Date/Place of Issue

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

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

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

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

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

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

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

   [If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *CARGO FORWARDING SERVICES (3RD ADVERTISEMENT)* 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 *CARGO FORWARDING SERVICES (3RD ADVERTISEMENT)* 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. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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

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

6. ***Select one, delete the rest:***

   [If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, 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 *[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. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a) Carefully examining all of the Bidding Documents;

   b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *CARGO FORWARDING SERVICES (3RD ADVERTISEMENT)*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

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

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

[Jurat]

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

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

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 *CARGO FORWARDING SERVICES (3RD ADVERTISEMENT)* 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 _____

ANNEX A

CARGO FORWARDING SERVICES

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
LUZON			
LUZON NORTH 1 DIVSION			
Office of the Division Head	SSS Bldg., Harrison Road, Baguio City	(074) 447-0362/ 443-3089/ 444-4882	VP Ceasar P. Saludo
Agoo	3rd floor B&D Bldg., McArthur Highway, San Antonio, Agoo, La Union	(072) 682-2779/ 682-2776	BH Roderick M. Andrada
Baguio	SSS Bldg., Harrison Road, Baguio City	(074) 447-2929/ 443-3705/ 444-0360	BH Nancy M. Umoso
Bangued	Seares Bldg., Rizal Street, Zone 5 Bangued, Abra	(074) 752-7476/ 752-8170	BH Edward G. Urua
Bontoc	A. Kiat-Ong Bldg., Lok-ong St., Poblacion, Bontoc	(074) 633-0007	AH Michael Alain B. Pinlac
Candon	Brgy. San Nicolas, Candon, Ilocos Sur	(077) 604-0343/ 604-0344	AH Arvi Jonathan T. Resultay
La Trinidad	GF, Jewel Igorot Bldg., Km. 4, Brgy. Balili, La Trinidad, Benguet	(074) 422-4702	BH Dominador Malatag
La Union	SSS Bldg., Government Center, Brgy. Sevilla, San Fernando City, La Union	(072) 242-5812 to 13/ 700-5668	BH Francisco F. Pentecostes
Laoag	RT Bueno Bldg., Don E. Ruiz St., Brgy. No. 18, San Quirino (pob.), Laoag City, Ilocos Norte	(077) 771-4414/ 771-5305	BH Richard M. Raralio
Vigan	2F, UNP Town Center, Brgy. Tamag, Vigan City, Ilocos Sur	(077) 722-2686/ 722-2360	BH Cecille T. Sally
Robinsons Place Ilocos Service Office	Level 2 Robinsons Place Ilocos, Valdez Center, Brgy. San Nicolas,Laoag City, Ilocos Norte	(077) 772-0949/ 770 4345	SSO III Sanny Jane V.
Rang-ay Rural Bank, Inc.	G/F Nisce-Querol Bldg., 67 Gov. Luna St., San Fernando City La Union	(072) 687-0032/ 687-0239	Virginia D. Basco
Rural Bank of Bauang, Inc.	Mc Arthur Hi-way cor. Florendo St. Central East Bauang, La Union	(077) 772-0949/ 770-4345	Grace Shiela C. Macarubbo
Rural Bank of Rosario (La Union)	Mc Arthur Hi-way, Pob. East Rosario, La Union	(077) 722-2686/ 722-2360	Richard M. Raralio
LUZON NORTH 2 DIVISION			
Office of the Division Head	2/F Puregold Cauayan, Don Juan Dacanay St. San Fermin, Cauayan City, Isabela	(078) 652-1215/ 652-2083	VP Porifirio M. Balatico
Ilagan	2/F North Star Mall, Alibagu, Ilagan City, Isabela	(078) 323-2182	AH Jesus S. Gonzales
Cauayan, Isabela	2/F Puregold Cauayan, Don Juan Dacanay St. San Fermin, Cauayan City, Isabela	(078) 652-1215/ 652-2083	BH Reynante Fernando
Santiago, Isabela	2/F Xentro Mall, Santiago Four Lane St., corner Maharlika Highway, Santiago City, Isabela	(078) 305-0498	BH Jeannie D. Mesa
Solano	Guevardan Bldg., Burgos St.,Brgy. Quezon, Solano, Nueva Vizcaya	(078) 326-7325/ 326-6934	AH Jane T. Cabauatan
Tuguegarao	Lingkod Pinoy Center, Level 2, Robinsons Place, Brgy. Tanza, Tuegagrao City, Cagayan	(078) 844-2108/ 844-1512	BH Guadalupe D. Castillo
Aparri Service Office	Cartagena Building, Quirino corner R.F. Balisi Streets, Aparri, Cagayan	(078) 822-8256	SSO III Cesar M. Baquiran
Batanes Service Office	Provincial Capitol, Basco, Batanes	(078) 844-2108/ 844-1512	Acting SSO III Edwin R. Iringan
Sanchez Mira Service Office	Sanchez Mira, Municipal Hall Bldg., Sanchez Mira, Cagayan	(078) 822-9219	Acting SSO III Janette V. Guillen
Tabuk, Kalinga Service Office	Tabuk City Hall, Tabuk City, Kalinga	(078) 844-2108/ 844-1512	Acting SSO III Spain C. Urua

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
First Isabela Coop Bank	FICO Bank Corporate Center, Minante 1, Cauayan City, Isabela	(078) 321-3111/ 321-3151/ 803-1650 to 51	Zenaida D. Daza
Rural Bank of Cauayan	Don Jose Canciller Ave., Dist. 1, Cauayan, Isabela	(078) 844-2108/ 844-1512	Porifirio M. Balatico
LUZON CENTRAL 1 DIVISION			
Office of the Division Head	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-6967/ 982-1092/	VP Vilma P. Agapito
Alaminos	AMA Bldg., Marcos Avenue, Barangay Palamis, Alaminos, Pangasinan	(075) 696-0752 551-5908	BH Jose Alvin M. Altre
Balanga	G/F Wong Chun Kar Bldg., Rotary Avenue, Balanga City, Bataan	(047) 237-3349/ 237-0738	BH Joel Y. Villafuerte
Baler (Aurora)	2/F NE Mall Baler, National H-way, Brgy. Suklayin, Baler, Aurora	0918-3883968	BH Christian C. Catacutan
Cabanatuan	NE Pacific Shopping Center, Km. 11, Maharlika Highway, Cabanatuan City, Nueva Ecija	(044) 463-0691/ 463-3996/ 600-0690	BH Jose Rizal S. Tarun
Camiling	Julian Qui Bldg.., Bonifacio St., Poblacion II, Camiling, Tarlac	(045) 934-0460/ 934-0463	BH Monalisa Nardo
Dagupan	East Gate Plaza, AB Fernandez Avenue, Brgy. Mayombo, Dagupan City, Pangasinan	(075) 523-4094/ 522-8908/ 522-0414	BH Primitivo D. Verania Jr.
Iba	Rhoi Business Center, Govic Avenue Zone 1 Iba, Zambales	(047) 603-0487	BH Elizabeth Gabon
Mariveles (BEPZ)	Basement, AFAB Administration Bldg., Freeport Area of Bataan, Brgy. Malaya, Mariveles, Bataan	(047) 935-4479 633-0536	BH Jordan A. Herrera
San Carlos,Pangasinan	2/F San Carlos Town Center, Rizal Ave., cor. Zamora St. Brgy. Rizal (Pob.), San Carlos City, Pangasinan	09564913175 * 09272574801	BH Winda G. Agustin
San Jose, NE	NE Bodega, Brgy. Abar 2nd, San Jose City, Nueva Ecija	(044) 958-7502/ 958-4294	BH Haidee Binag
Tarlac	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-3366/ 982-1666/ 982-3402/ 923-0832	BH Maria Maxima C. Macaraeg
Urdaneta	3/F Government Center, CB Mall. McArthur Highway, Brgy. Nancayasan, Urdaneta City, Pangasinan	(075) 568-8512/ 696-0331	AH Christopher A. Servas
BHF Dagupan Service Office	Mayombo District, Dagupan City, Pangasinan	(075) 529-9130	Acting SSO III Areza V. Panoringan
Lingayen Service Office	PESO Bldg., Alvear St., Capitol Ground, Linagyen, Pangasinan	(075) 615-2023	SSO III Charles Augustus B. Bergonio
Dasol Service Office	2F, Dasol Municipal Hall, Dasol, Pangasinan	(075)551-5908 (075) 696-0752 c/o SSS Alaminos	Acting SSO III Mary Rose C. De Vera
Mangatarem Service Office	Municipal Hall Annex, Mangatarem, Pangasinan	(075) 632-2308	Acting SSO III Mary Diana M. Cadenas
Bayambang Service Office	2F, Royal Mall, Natl. Highway, Bayambang, Pangasinan		
Metrotown Mall Service Office	2/F Tarlac Metrotown Mall corner Mac Arthur Highway and Juan Luna Sts. Tarlac, Tarlac	(045) 309-2858	SSO III Francis C. Nabora
Tayug Representative Office	2/F Magic Mall Tayug, Bonifacio St., Poblacion, Tayug, Pangasinan	(075) 523-3390	Acting SSO III Mariane Dasig
Paniqui Service Office	Paniqui Municipal Hall Bldg., Paniqui, Tarlac	(045) 491-5551	SSO III Emmanuel M. Tolentino
Robinsons Luisita Sevice Office	2F, Lingkod Pinoy Center, Robinsons Luisita, Mac Arthur Highway, Brgy. San Miguel, Tarlac City, Tarlac	(045) 491-0278	Acting SSO III Gerardo Raymundo P. Magbag
Rural Bank of Abucay	Bagong Daan, Abucay, Bataan	(047) 237 3706	Romeo T. Tumalad
Rural Bank of La Paz	Cor. J. Catalan St. and Burgos St. San Isidro, La Paz, Tarlac	(045)493-1988/ 0918-928-9479	Ida R. Castaneda Manulid
Rural Bank of Sta. Ignacia	Poblacion East, Sta. Ignacia, Tarlac	(045) 982-3506/	Eufronia Arlene P. Mislang

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
		605-0327	
LUZON CENTRAL 2 DIVISION			
Office of the Division Head	SSS Bldg.,Diosdado Macapagal Govt Ctr., Brgy. Maimpis, San Fernando City, Pampanga	(045) 455-5359/ 455-5213/ 455-5360	VP Gloria Corazon M. Andrada
Angeles	Level 3 Marquee Mall, Francisco G. Nepo Ave., Pulung Maragul, Angeles City	(045) 3084158 3041912 3051921 3044136 3044149	BH Normita M. Cruz
Baliuag	GF & 2F, AC Bldg.,B.S Acquino Ave., Brgy. Tangos, Baliuag, Bulacan	(044) 766-1162 797-8871	AH Chelin Lea D. Nabong
Bocaue	Oro Villas 2, No. 229 Mc Arthur Highway, Brgy. Wakas, Boacaue Bulacan	(044) 769-1644/ 769-1478	OIC Rosette C. Ventura
Dau	G/F & 2/F, Puregold Dau, Mabalacat City, Pampanga	(045) 649-1799	AH Evelyn Miclat
Malolos	G/F N-4 Bldg., The Cabanas, McArthur Highway, Malolos City, Bulacan	(044) 896-3325/ 896-3327	BH Francisco Paquito L. Lescano
Meycauayan	2/F, Esperanza Mall, McArthur Highway, Calvario, Meycuayan City, Bulacan	(044) 228-5886/ 228-6020/ 228-5872	AH Hilario A. Ribuyacao
Olongapo	Wung Chun Kar Bldg., 35 Gordo n Ave., Olongapo City, Zambales	(047) 223-5201/ 222-0143	BH Marites A. Dalope
Pampanga	SSS Bldg., Brgy. Maimpis, San Fernando City, Pampanga	(045) 861-3176/ 861-3178 861-3175	BH Albina Leah Manahan
San Jose Del Monte	Starmall San Jose Del Monte, Quirino Highway corner Kapian Rd., Brgy. Kaypian, San Jose Del Monte, Bulacan	(044) 797-0394	AH Delia Sebastian
Sta Maria	NEM Bldg., Gov. Fortunato Halili Ave., Bagbaguin, Sta. Maria, Bulacan	(044) 641-3672	AH Mylene Siapno
Robinsons Place Malolos Service Office	Lingkod Pinoy Center Robinsons Place Malolos Mc Arthur Highway, Sumapang Matanda, Malolos City, Bulacan	(044) 794-9662	SSO III Alma Christi D. Dimagiba
Clark Service Office	Clark Polytechnic Jose Abad Santos Ave., Clark Freeport Zone, Pampanga	(045) 599-9000 loc. 203	Acting SSO III Marilou D. Carbungco
Robinsons Place Angeles Service Office	McArthur Highway, Balibago Angeles City, Pampanga	(045)304-4158	Roy P. Roberto
Robinsons Starmills Service Ofice	Robinsosn Starmills Pampanga, Brgy. San Jose, San Jose Fernando City, Pampanga	+63 (045) 3001013	Acting SSO III Julieta T. Dizon
SM Pampanga Service Office	SM City Pampanga, JASA Road, San Jose, San Fernando City, Pampanga	0920-8318357 / 0999-4245203	Acting SSO III Joann M. Cabusi
Guagua Service Office	Ground Floor, Guagua Town Center, Olongapo Road, San Matias, Guagua Pampanga	(045) 649-5496 / 0916-2449163 / 0921-6113361	Acting SSO III Aileen S. David
Bangko Nuestra Señora Del Pilar	678 McArthur Hi-way Sta. Monica, San Simon, Pampanga	(045) 436-1691	Guillerna Sandico Silva
LUZON SOUTH 1 DIVISION			
Office of the Division Head	SSS Bldg., Balagtas Blvd., corner Paulino St. San Pablo City	(049) 562-0324/ 562-5922/ 562-7056	AH Edwin D. Igharas
Bacoor	Jolly Home Apartelle, Aguinaldo Highway corner Coastal Road, Talaba 7, Bacoor City	(046) 472-2368/ 472-2319/ 472-2246	BH Josephine S. Hipolito
Biñan	3rd Level, Central Mall Biñan, MAlvar St., San Vicente, Biñan, Laguna	(049) 511-6757 to 58	BH Roberto S. Pagayunan
Calamba	SSS Bldg., National Highway, Parian, Calamba, Laguna	(049) 545-6589/ 545-6860/ 545-9663	BH April S. Baje
Carmona	2/F Remington Plaza, Governor's Drive, Brgy. 8 (pob.), Carmona, Cavite	(046) 413-0683	AH Celedonio V. Valdez

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
Dasmariñas	2/F Centro Mall, Annex, Km.28, Salitran Road cor. Aguinaldo Highway, City of Dasmariñas, Cavite	(046) 416-6170	BH Leticia M. Del Barrio
Infanta	CNV Business Hub 311 Gen. Luna St., Infanta, Quezon	(042) 535-2707	AH Gwendolyn Crisostomo
Lucena	Lucena Grand Central Terminal Bldg., Diversion Road Ilayang Dubay, Lucena City	(042) 710-8626/ 373-6421/ 710-4240	BH Frederick Isip
Rosario (EPZA)	Abutin Bldg., Brgy. Teheros Convention, Rosario, Cavite	(046) 437-2290/ 437-0025	BH Eva E. Tomenio
San Pablo	SSS Bldg., Balagtas Blvd., corner Paulino St., Brgy. III-A (pob.) San Pablo City, Laguna	(049) 521-0831/ 562-7503/ 562-4506/ 561-1559/ 521-3349	AH Lilian R. Brucal
Sta. Cruz	Agustin Lo Bldg., Brgy. Pagsawitan, Sta. Cruz, Laguna	(049) 501-4531	BH Eleonor R. Ebreo
Santa Rosa	GF, Citywalk Bldg., Zircon Road, Sta. Rosa Commercial Complex, Brgy. Balibago, Sta. Rosa, Laguna	(049) 543-0852/ 543-0844	BH Grace R. Velasco
Tagaytay	LGF, Primark Town Center, Brgy. Maharlika East, Tagaytay City	09274359018	BH Monica Dino
Robinsons Place Imus Service Office	4/F, Emilio Aguinaldo Highway, Tanzang Luma, Imus, Cavite	(046) 474-0074	SSO III Loida H. Caiclan
Robinsons Place Dasmariñas Service Office	GF, Robinsons Place Dasmariñas, Gen. Emilio Aguinaldo Highway cor. Governor's Drive, Sampaloc, Dasmariñas, Cavite	(046) 489-3874	SSO III Annabel E. Decena
Candelaria Service Office	Candelaria Municipal Bldg., Candelaria, Quezon	(042) 782-1244	Sr. Analyst Erwin M. Mauban
Gumaca Service Office	R. Alvarez Bldg., No. 13 Tañada St., Brgy., Pipisik, Gumaca, Quezon	(042) 717-6925	SSO III Jonathan R. Vallesteros
Los Baños Service Office	Upper GF, Olivarez Plaza Mall Bldg., Los Baños, Laguna	(049) 530-8993	Acting SSO III Neil D. Novillos
Siniloan Service Office	Temprosa Bldg., Bagong Barangay Siniloan, Laguna	(049) 559-5522	Acting SSO III William P. Quebrata
SM Bacoor Service Office	Level 3, Government Service Express, SM City Bacoor, Bacoor City, Cavite	416-2238	Acting SSO III Irene R. Ramirez
Bangko Mabuhay	Bangko Mabuhay Building, A. Soriano Hi-way, Daang Amaya III, Tanza, Cavite	(046) 489-2004	Angeline B. Gabriel
Cooperative Bank of Quezon Province	Granja cor Leon Guinto St. Lucena City	(042) 373-5103/ 797-0760	Leonilda S. Lubrin
Laguna Prestige Banking Corp.	J.P. Rizal cor. F. Limcaoco St., Brgy. Uno Cabuyao, Laguna	(049) 531-2006	Maria Celedonia M. Katigbak
Mega Rural Bank, Inc.	175 C.M. Recto St., Brgy. LX Lucena City	(042) 710-8259/ 660-2546	Ernesto O. Tolentino
Mount Makiling Rural Bank	YTMI Reality SEZ, Brgy. Makiling Calamba City, Laguna	(049) 502-3528/ 502-3530	Cindy G. Meer
Rural Bank of San Antonio (Quezon) Inc.	J.C. Wagan Ave., Pob. San Antonio Quezon	(043) 756-1911/ 756-1527/ 312-3712/ 757-0982	Lourdes M. Castillo
LUZON SOUTH 2 DIVISION			
Office of the Division Head	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185/ 723-3873-74/ 702-6933	AH Francisco Paquito Lescano Jessica M. Agbay
Batangas	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185/ 723-3873-74/	AH Tiffany B. Lobo
Boac	10 De Oktubre St. Brgy. Malusak, Boac, Marinduque	(042) 332-1872	BH Remaly Saguid
Calapan	Uy Bldg., Corner Roxas and Governor Ignacio Streets Lumang Bayan, Calapan City, Oriental Mindoro	(043) 288-2267/ 286-7133/ 288-2427	BH Imelda G. Familaran
Lemery	Xento Mall, Illustre Avenue, Lemery Batangas	(043) 318-2623/ 318-2470	BH Jessica M. Agbay

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
Lipa	G/F & 2/F , The Only Place Business Center, Brgy. Marawoy, Lipa City	(043) 756-7507/ 757-1365/ 756-1953	BH Joseph Pedley V. Britanico
Odiongan	FLH Promenade Suite, Plaridel St. Sitio Coconville, Dapawan, Odiongan, Romblon	(042) 567-5114	AH Maria Ammie B.Candelaria
San Jose, Occ. Mindoro	2/F Balmes Bldg., Diego Silang St., Brgy. 5, San Jose Occidental Mindoro	(043) 457-0093	BH Joey G. Monte De Ramos
Puerto Princesa, Palawan	G/F Grandway Bldg., Eastville City Walk, San Pedro, Puerto Princesa City, Palawan	(048) 433-7147/ 433-7148/ 433-1671	BH Abdultalib A. Abirin
Balayan Service Office	2F, New Public Market Plaza, Mabini St., Balayan, Batangas	(043) 921-1354	Acting SSO III Michael Ian O. Mission
Bongabong Service Office	Atienza Bldg., P. Burgos cor., Mabini Street Bongabong, Oriental Mindoro	(043) 283-5110	Acting SSO III Ryan A. Lubos
Robinsons Place Lipa Service Office	Level 2, Robinsons Place Lipa, JP Laurel National Highway, Mataas na Lupa, Lipa City	(043) 756-7507	Acting SSO III Dennis Arvin P. Marqueses
Mamburao Service Office	Municipal Hall, Mamburao, Occidental Mindoro	(043) 457-0093	Acting SSO III Cherry Ann V. Peralta
Brookes's Point Service Office	Brooke's Point Municipal Hall Bldg., Brooke's Point, Palawan	048) 433-7147	SSO III King-Bonn C. Lavarias
Taytay, Palawan Service Office	Taytay Municipal Hall Bldg., Taytay, Palawan	(048) 286-2082	Acting SSO III Liberty A. Alvior
Sablayan Service Office	2/F Sablayan Municipal Hall, Bldg. Buenavista, Sablayan, Occidental Mindoro	(043) 4580-102	SSO III Margie O. Encomio
Nasugbu Service Office	Municipal Hall Bldg., Escalera St., Nasugbu, Batangas		Acting SSO III William T. Ballelos
Robinsons Place Palawan Service Office	National Highway, Barangay San Manuel Puerto Princesa City	(048) 433-7418	Acting SSO III Maria Socorro Katon
Malarayat Rural Bank	G.A. Solis Street, Lipa City, Batangas	(043) 756-1318/ 757-3933/ 756-3883	
Bangko Kabayan	Santiago Street, Poblacion, Ibaan, Batangas	(043) 723-5185	Ma. Liza V. Mercado
Progressive Rural Bank	Luta del Norte, Malvar, Batangas	(043) 778 42-23 778 09-43	Josefina V. Alvarez
LUZON BICOL DIVISION			
Office of the Division Head	SSS Bldg., Concepcion, Pequeña, Naga City	(054) 250-8120	VP Elenita S. Samblero
Daet	G/F, Ricasio Bldg., Carlos II St., Daet, Camarines Norte	(054) 571-2764/ 440-3140	BH Ermina Maria P. Robredo
Iriga	Cerillo Bldg., # 272 National Highway, San Nicolas, Iriga City	(054) 456-0876/ 299-2530	BH Maria Janeth H. Ebuenga
Legazpi	Morante Bldg., Imperial Court Subd., Legazpi City	(052) 201-2700/ 201-4902/ 480-7074/	BH Jogar B. Tosoc
Masbate	G/F & 2/F KLM De Luna Bldg., 30 Mabini St., Masbate City	(056) 588-0711/ 333-3499	AH Leah D. Hidalgo
Sorsogon	Jomil Enterprises Bldg., Quezon St., Polvorista, Sorsogon, Sorsogon	(056) 211-0179/ 211-1638/ 421-5454	BH Rolando G. Gomez
Tabaco	G/F, Lao Bldg., Moses St. Basud Tabaco City	(052) 487-5333/ 830-3092/ 487-5333	BH Susana N. Malubag
Virac	P. Araojo Shopping Arcade,Cavinitan, Virac, Catanduanes	09284780011	BH Divina T. Avila
Goa Service Office	Uy Bldg., Scout Fuentabella St. Goa, Camarines Sur	(054) 453-0260/ 453-1386	AH Maria Theresa D. Amador
Ligao Service Office	2F, Ligao Municipal Hall Bldg,, MckInley St., Brgy. Guilid, Ligao City	(052) 742-4175	Acting SSO III Ave M. Loria

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
Jose Panganiban Representative Office	G/F Jose Panganiban Legislative Bldg., Jose Panganiban, Camarines Norte	(054) 731-0508	Acting SSO III Gemma L. Moreno
Labo Representative Office	2/F Labo Municipal Bldg., Labo, Camarines Norte	(054) 885-1787	Acting SSO III Gracita B. Nucup
Robinsons Place Naga	3F, Lingkod Bayan Center, Robinsons Place Naga, Roxas Ave. cor. Almeda Highway, Naga City, Camarines Sur	09177517740	Acting SSO III Rene Hector L. Villareal
Camalig Bank	Rizal St., Ilawod East, Legazpi City	(052) 480-0801/ 480-0810/ 480-7278/ 480-7083	Jose Misael B. Moraleda
Rural Bank of Jose Panganiban Inc.	South Poblacion, Jose Panganiban, Camarines Norte	(054) 721-2092	Wency Deauna
VISAYAS			
Office of the Group Head	SSS Bldg., Brgy. Kalubihan Osmeña Boulevard, Cebu City	032) 253-1085/ 239-6248	SVP Helen C. Solito
VISAYAS CENTRAL 1 DIVISION	SSS Bldg., Brgy. Kalubihan Osmeña Boulevard, Cebu City	(032) 253-1085/ 239-6248	VP Mario Corro Eric A. Coronado
Office of the Group Head	SSS Bldg., Brgy. Kalubihan Osmeña Boulevard, Cebu City	(032) 253-1085/ 239-6248	VP Alberto L. Montalbo
Bogo	Osing Bldg., Sim Bogo Business Park, P. Rodriguez St., Brgy. La Purisima Concepcion, Bogo City, Cebu	(032) 434-7559/	BH William P. Penserga
Cebu	SSS Bldg., Brgy. Kalubihan Osmeña Boulevard, Cebu City	(032) 505-9301	BH Eric A. Coronado
Cebu – (NRA)	3F, Lingkod Pinoy, Robinsons Galleria Cebu, General Maxilom Avenue cr. Osmeña Blvd., North Reclamation Area, Cebu City	(032) 255-0705	BH Maria Judy G. Go
Danao	2F, City Mall Danao, Cebu, Oliver St. Ext., cor F. Ralota St., Poblacion, Danao City, Cebu	(032) 340-9200	BH Rocelyn F. Duay
Lapu-Lapu	G/F Annex Bldg. Gaisano Mactan Island Mall, Pajo, Lapu-lapu City, Mactan	(032) 341-1004	BH Sheila Marie V. Abad
Manduae	3F, J. Centre Mall, A.S. Fortuna St. Bakilid, Mandaue City	(032) 346-4983	BH Gemma C. Caberte
Tagbilaran	2F, Galleria Luisia Bldg., Gov. Celestino Gallares St., Tagbilaran City, Bohol	(038) 411-3934	BH Alieta I. Basubas
Talisay	2F, Rosalie Bldg., Gaisano Grand Fiesta Mall, Highway, Tabunok, Talisay City, Cebu	(032) 520-7234	BH Maria Cleotilda O. Cabañero
Toledo	2F, TE Bldg., Diosdado Macapagal Highway, Sangi, Toledo City, Cebu	(032) 467-9644	AH Florinda D. Legarde
SM Cebu Service Office	SM Cebu, Juan Luna Ave., Ext., Cebu City, Cebu	(032) 340-8060	SSO III Rosario Connie Moring
Poro (Camotes Island) Service Office	GF, Porp Public Market, Brgy. Eastern Poblacion, Poro, Camotes Island, Cebu	09302966329	Ms. Jaysa May Bracero
SM Consolacion Service Office	2F, Government Service Express, SM City Consolacion, North Rd., Brgy. Lamac, Consolacion, Cebu	(032) 261-1025	Acting SSO III Irish L. Magdadaro
Talibon Service Office	2F, Talibon, Municipal Hall, Brgy. Poblacion, Talibon, Bohol	(038) 515-1037	Acting SSO III Marife B. Amora
Robinsons Fuente, Cebu Service Office	Sta. Cruz, Fuente Osmeña Blvd., Cebu City	(032) 254-1119	Fatima C. Jordan
SM Consolation- Service Office	2F, Government Service Express, SM City Consolacion, North Rd., Brgy. Lamac, Consolacion, Cebu	(032) 340-8060	Irish L. Magdadaro
VISAYAS CENTRAL 2 DIVISION			
Office of the Division Head	Yuvallos Bldg., Veloso St., Punta, Ormoc City, Leyte	(053) 255-4658/ 255-5241	VP Mario V. Corro
Calbayog	PNB Bldg., Maharlika Highway, Obrero Calbayog City	(055) 209-2738	AH Dario C. Tan

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
Catbalogan	Noyden Bldg.,San Bartolome St., Brgy. 7, Catbalogan, City, Western Samar	09178229106	BH Aileen A. Olaran
Maasin	JQD Bldg., Kangleon St., Brgy. Manhatan (pob.), Maasin City, Southern Leyte	(053) 570-8551/ 381-2117	BH Greogorio S. Baroza
Ormoc	GF, Yuvallos Bldg., D. Veloso Ave. Brgy. Punta, Ormoc City, Leyte	(053) 561-2476/ 255-4658	BH Porferio A. Salidaga, Jr.
Tacloban	G/F and 2/F Caroline Cordiel Bldg., 103 Lopez Jaena St., Tacloban City	(053) 832-1160	BH Lilibeth A. Cajucom
Catarman Service Office	Singzon Bldg., cor., Quirino and Balite Sts., Catarman, Northern Samar	(055) 251-8069	Acting SSO III Herminia T. Lusara
Borongan Service Office	Lupos Bldg., Real St., Brgy. Songco, Borongan, Eastern Samar	(055) 560-8007	Acting SSO III Mary Grace R. Mutia
Baybay Service Office	GF, Baybay City Legislative Bldg., Ramon Magsaysay Ave., Brgy. Poblacion	09854572679/ 09270073813/ 09761778046	Acting SSO III Rowena L. Salabao
Biliran Service Office	DA Bldg., Capitol Compound., Brgy. Calumpang, Naval, Biliran	(053) 500-8195	SSO III Dyanne A. Polancos
Robinsons Place Ormoc Service Office	Lingkod Pinoy Center, Robinsons Place Ormoc, Lilia Ave., Brgy. Cogon, Ormoc City	(053) 561-2476/ 255-4658/ 09957786648	Acting SSO III Ronelito F. Suralta
Rural Bank of Hindang	J.P. Rizal St. Pobalcion 1 Hindang, Leyte	(053) 530-0429	Bambino C. Gulay
VISAYAS WEST 1 DIVISION			
Office of the Division Head	SSS Bldg., Lacson St., Bacolod City, Negros Occidental	(034) 709-0880 433-1378/ 434-4749	VP Lilani B. Benediam
Bacolod	SSS Bldg., Lacson St., Bacolod City, Negros Occidental	(034) 433-2293/ 434-4749	BH Ma. Sheila V. Galeno
Bacolod-East	East One Atrium Bldg. Burgos Ave. Extension, Bacolod City	(034) 441-6599	BH Jane T. Gargoles
Bago	Topbrands Bldg., Rizal St., Brgy. Poblacion, Bago City, Negros Occidental	(034) 461-0910/ 732-8888	AH Eleanor D. Quimada
Bais	Amorganda Bldg., National Highway, Talungon, Bais City, Negros Oriental	(035) 541-5361/ 402-3096	BH Lynlee-lu G. Dato
Dumaguete	MM Kho Bldg., Romero Highway, Bagacay, Dumaguete City, Negros Oriental	(035) 225-4340/ 422-0134	BH Elisa M. Llavan
Kabankalan	GF, PPZ Enterprize-NZ Commercial Bldg., J.Y. Perez Ave., National Highway, Brgy. Talubangi, Kabankalan City, Negros Occidental	(034) 746-8130/ 471-2224	BH Isaac P. Ciocon Jr.
Sagay	GF, Square and Circle's Bldg., Brgy. Old Sagay, Sagay City, Negros Occidental	(034) 488-0112/ 488-0270	BH Emelia B. Solinap
San Carlos, Negros Occ.	GF & 2F, BAYANILAJJ Bldg., cor. Broce Arzona St, Brgy. 4, San Carlos City, Negros Occidental	(034) 729-3928 312-5422	AH Troy T. Magbanua
Victorias	G/F Redkey Bldg., Osmeña Ave., National Highway Brgy. 5 Victorias City, Negros Occidental	(034) 399-2953	BH Brenda B. Cruz
La Carlota Service Office	2F, Annex Bldg., Agora Public Market, Valois St., Brgy. 2, La Carlota City, Negros Occidental	(034) 454-0106	Acting SSO III Maricel V. Bargo
Bayawan Service Office	Social Hall Bldg., Public Market, Brgy. Pobalcion, Bayawa	(035) 228-3670	SSO III Joan Marsha A. Cordova
Siquijor Service Office	Siquijor Provincial Business Center, Brgy. Poblacion, Siquijor, Siquijor	(035) 480-9019	Acting SSO III Judy D. Dogon
Dumaguete City Development Bank	DCDB Building, Corner Dr. V. Locsin and Cervantes Streets, Dumaguete City, Negros Oriental	(035) 225-3891/ 422-9223	Helen R. Abiera
Rural Bank of Bacolod City Inc.	74-76 Narra Avenue, Capitol Shopping Center, Bacolod City, Negros Occidental	(034) 709-1929/ 709-4465	Maria Lynette S. Diaz

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
Rural Bank of Sagay	National Hiway, Brgy. Pob 2, Sagay City, Negros Occidental	(034) 488-0083/ 488-0131	Siena M. Gonzaga
Robinsons Dumaguete Service Office	Robinson Mall, Brgy. Calindagan Dumaguete City, Negros Occidental	(035) 421-0450	Rafael Gilbert James S. Rivera
VISAYAS WEST 2 DIVISION			
Office of the Division Head	GT Mall Plaza, MH Del Pilar, Molo, Iloilo City	(033) 330-2963/ 330-2961	AH AngeloO. Blancaver
Antique	Eagle's Place Dalipe Bldg., Trde Town Dalipe, San Jose de Buenavista, Antique	(036) 540-8112	BH Phillip M. Lucero
Iloilo-Central	3F & 4F, TTW Bldg., cor JM Basa and Mapa St., Brgy. Ortiz, Iloilo City, Iloilo	(033) 509-9828	BH Eva J. Cura
Iloilo-Molo	GT Mall Plaza, M.H. Del Pilar, Brgy. Poblacion Molo, Iloilo City, Iloilo	(033) 330-2963	AH Leo D. Santillan
Kalibo	GF & 2F, Casa Constancia Bldg. Roxas Ave. Ext., Brgy. Andagao, Kalibo, Aklan	(036) 500-8360	BH Lea T. Hilot
Roxas	City Mall Roxas Annex Bldg. Arnaldo Blvd., Brgy. Baybay, Roxas City	(036) 621-0611/ 522-3839	BH Rene Moises G. Gonzales
Guimaras Service Office	Capitol Grounds, Brgy. San Miguel, Jordan Guimaras	09999941514	Acting SSO III Glecy D. Laurio
Passi Service Office	Passi Economic Enterprise, Brgy. Poblacion Ilawod, Passi City, Iloilo	(033) 311-6382	Acting SSO III Siegfried L. Ortiz, Jr.
Robinsons Place Iloilo Service Office	Robinsons Place Iloilo, cor. De Leon & Quezon Sts., Brgy. President Roxas, Iloilo City	(033) 335-5424	Acting SSO III Ruth S. Inquit
Queen City Development Bank	Sky City Tower, Mapa Street, Iloilo City	(033) 336-8052 loc. 104	Lorena Acuin
MINDANAO			
MINDANAO NORTH (CDO)			
Office of the Group Head	SSS Bldg., J.P. Laurel Ave., Bajada, Davao City	(082) 222-3023	SVP Edwin M. Alo
Office of the Division Head	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City	(088) 858-3792/ 350-3531/	Concurrent SVP Edwin M. Alo
Butuan	Rudy Tiu Bldg., A.D. Curato St., Brgy. Rajah Soliman Pob. (Brgy. 4) Butuan City, Agusan del Norte	(085) 305-1003/ 817-1806	BH Perkins B. Calixtro
Cagayan De Oro	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 350-3529 350-3530	BH Antonio G. Fabia
CDO-Lapasan	G/F Market City and East Bound Integrated Terminal, Agora, Lapasan, Cagayan De Oro	(088) 880-7024/ 880-7025	BH Valentine V. Aunzo
Gingoog	2F, Moreno Bldg., Dona Graciana St., Brgy. 22-A, Gingoog City, Misamis Oriental	(088) 861-0636/ 861-0308	AH Razel P. Tayo
Iligan	Mindanao Sanitarium & Hospital College Bldg., Tibanga Highway, Brgy. San Miguel, Iligan City	(063) 221-5248/ 221-5374/ 221-6179/ 221-2988	BH Cheryl V. Jariol
Oroquieta	Oroquieta Town Center, Canubay, Oroquieta City, Misamis Occidental	(088) 531-1210/ 531-1870	BH Simon Jude Q. Obut
Ozamis	Grandway Bldg., Don Anselmo Bernard Ave., Brgy. Catadman-Manabay, Ozamis City, Misamis Occidental	(088) 521-0441/ 521-3396 to 97	BH Liza J. Lumantas
San Francisco, Agusan	Alexander Bldg., Purok IV, Brgy. Hubang, San Francisco, Agusan Del Sur	09774905731	AH Maria Flor V. Montil
Surigao	Parkway Bldg., KM 2 National Highway, Brgy. Luna, Surigao City, Surigao Del Norte	(086) 231-7033/ 826-2431/ 826-2437	BH Arnold O. Pepino
Tandag	Pimentel Bldg., Donasco St., Brgy. Bagong Lungsod (Pob.) Tandag, Surigao del Sur	(086) 211-3185/ 211-3718	BH Benigno J. Dagani Jr.

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
Valencia	Level 2, Robinsosn Place Valencia, Sayre Highway, Brgy. Bagontaas, Valencia City, Bukidnon	(088) 828-0275/ 222-3748	BH Jose Roel J. Herbieto
Camiguin Service office	DR 1-3, LGU Gymnasium, Brgy. Poblacion, Mahinog, Camiguin	(088) 387-2099/ 387-2070	AH Eva L. Tuanzon
Kapatagan Service Office	Municipal Hall, Brgy. Poblacion, Kapatagan, Lanao Del Norte	063-227-3170/ 09274907759	Acting SSO III Michael M. Guangco
RBT Bank Inc. (Rural Bank of Talisayan)	J.P. Rizal St., Poblacion, Talisayan, Misamis Oriental	(088) 387-3702	Julito Cuenca
MINDANAO SOUTH 1 (DAVAO)			
Office of the Division Head	SSS Bldg., J.P. Laurel Ave., Bajada, Davao City	(082) 222-3148/	AH Mary Ellen A. Estoque
Bislig	Natalio Plaza Bldg., Espiritu St., Manganoy, Bislig City	(086) 853-4126/ 853-2333/ 853-2334	BH Romeo D. Albar Jr.
Davao	SSS Bldg., J.P. Laurel Ave., Brgy. 20-B (Pob.), Davao City	(082) 222-6810/ 221-3575/ 221-3493/ 221-3536	AH Almora Y. Presbitero
Davao-Ilustre	Gaisano Grand Citimall Davao, Ilustre St., Brgy. 30-A, Davao City	(082) 224-2093/ 224-2167	BH Maren Eeman W. Estrella
Digos	Rebecca Sy Bldg., Lapu-Lapu Ext., Brgy. Zone 3 (Pob.),Digos City, Davao del Sur	(082) 553-7343/ 553-5658	BH Jocelyn T. Gopo
Mati	Old NIA Bldg., Limatoc St., Brgy Matiao, Mati City, Davao Oriental	(087) 388-3754/ 388-4585 811-1448	AH Myla B. Lumangyao
Panabo	Door 5, Centino Bldg., Quezon Blvd.,, Brgy. Sto. Niño, Panabo City	(084) 628-4037/ 628-4091	AH Hildebrando S. Ortega
Tagum	Level 2, Gaisano Grand Mall, Apokon Road, Brgy. Apokon, Tagum City, Davao del Norte	(084) 400-1035/ 218-1102	AH Imelda A. Guerra
Toril	Ground Floor, Gaisano Grand Mall-Toril, Saavedra St., Toril, Davao City	(082) 291-0156/ 291-0012/ 291-1761	BH Monique S. Alcantara
NCCC Mall Buhangin Service Office	3F, NCCC Mall Buhnagin, Mandug-Tigatto Road, Brgy. Buhangin (Pob.), Davao City, Davao Del Sur	0916-233-1446	Acting SSO III Wil Anthony C. Anacleto
Eastwest Rural Bank	Eastwest Unibank Bldg., J.P. Laurel Ave., Bajada, Davao	(082) 238-7700 local 7732 /916-1023-24	Charisma M. Brigoli
Moneymall Rural Bank	Poblacion Mabini, Compostela Valley Province	09424945156	Roda Mhae Gascon
Rural Bank of Digos, Inc.	#2964 Rizal Avenue, Digos City	(082) 553-4641/ 553-9792/ 553-1411	Evelyn Olino
MINDANAO SOUTH 2 (GENSAN)			
Office of the Division Head	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City	(083) 554-5754/ 554-5751 to 52	VP Redentor S. Viola
Cotabato	S.T. Lim Holdings, Inc., Bldg., Makakua St., Brgy. Poblacion, Cotabato City	(064) 421-8289/ 421-4515	AH Orly C. Mabinay
General Santos	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City	(083) 554-5754/ 554-5751 to 52/ 552-8098	AH Jose Froilan M. Garcia
Kidapawan	GF, Roma Bldg., Quezon Blvd., Brgy. Poblacion, Kidapawan City, North Cotabato	(064) 278-3384/ 288-1580	AH Gerry G. Blancaflor
Koronadal	2F, Gaisano Grand Mall, Gen. Paulino Santos Drive, Brgy. Sto. Nino, Koronadal City South Cotabato	(083) 822-0916 t0 18	BH Suzette H. Purificacion
Tacurong	GF & 2F, Gensan Amicitia Realty Devt. Corp. Bldg., Lapu-Lapu St., Brgy. Poblacion, Tacurong, Sultan Kudarat	(064) 477-0164/ 200-3338	BH Serafin G. Hingco

SSS OFFICES/BANKS	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON
Robinsons Place Gen San Service Office	Robinsosns Place, Genn. San. J Catolico Sr. Ave., Brgy. Lagao, General Santos City	0923-5659580	AH Elvie L. Sano
Sarangani Service Office	GF, Old Capitol Bldg., Sarangani Provincial Capitol Compound, Alabel, Sarangani Province	(083) 508-0058/ 0933-874-7458	Acting SSO III Roger B. Lozada
Polomolok Service Office	GF, LGU-Polomolo Municipal Gymnasium, Polomolok South Cotabato	0933-8777852	Acting SSO III Dolores B. Fredeluces
Robinsons Place Gen San Service Office	J. Catolico Sr. Avenue, Lagao , General Santos City	(083) 552-2917	Elvie L. Sano
MINDANAO WEST (ZAMBOANGA)			
Office of the Division Head	PHIDCO Bldg., Veterans Ave., Zamboanga City	(062) 991-0118/ 991-0624	AH Ma. Salvacion F. Alam
Dipolog	Ramos Bldg., Rizal Ave., Brgy. Central (Pob.), Dipolog City, Zamboanga Del Sur	(065) 212-2518/ 212-4834	BH Vincent O. Trani
Ipil	Chiong Bldg., Brgy. Poblacion, Ipil, Zamboanga Sibugay	(062) 333-2295/ 333-2498	BH Marnelli T. Pastofirde
Pagadian	Ancajas Bldg., Sanson Street, San Francico, Pagadian City, Zamboanga del Sur	(062) 214-1633/ 214-1819/ 215-1160	BH Edwin A. Remoto
Zamboanga	PHIDCO Bldg., Veterans Ave., Brgy. Camino Nuevo, Zamboanga City	(062) 993-0418/ 991-2007/ 991-1475	AH Irene D. Laxamana
Basilan Service Office	NFK Blldg., Sunrise Village, Isabela City, Basilan	(062) 200-3432	Acting SSO III Mark Noel D. Mijares
Jolo Service Office	Sulu Masonic Bldg., Bus-Bus St.,Brgy. Walled City (Pob.), Jolo Sulu	(085) 341-8911 loc. 2356	AH Shermina E. Sawadjaan
Tawi-Tawi Service Office	GF, Nationwide Telephone Systems Inc. Bldg, National Road, Brgy. Tubig-Boh, Bongao, Tawi-Tawi	(068) 268-1001	Acting SSO III Ummayra S. Hamdan
Zamboanga Ecozone	GF, ADM Bldg., Zamboanga City Special Economic Zone, Brgy. San Ramon, Zamboanga City	(062) 984-0758	Acting SSO III Ian G. Carba

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