



REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**

East Avenue, Diliman, Quezon City  
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E-mail: lease.ropaaad@sss.gov.ph  
Website <https://www.sss.gov.ph>

Date: **May 17, 2024**

## Invitation to Bid

### FOR THE ONE (1)-YEAR LEASE OF A 400 SQ.M. PORTION OF THE SSS-OWNED TACLOBAN CITY PROPERTY THROUGH PUBLIC BIDDING MODE

1. The Social Security System (SSS), through the Recommending Authority (RA) for this Lease Project, is inviting interested Public and Private Sector Proponents (PSPs)/Prospective Lessees (PLs) to submit competitive proposals pertaining to the proposed 1-year lease of a [400 sq.m. portion of the SSS-owned Tacloban City property](#) through public bidding, as follows:

Property Identification	Utilization	Area (sq.m.)	Location
<a href="#">SSS-owned lot inside UP Visayas - Tacloban Campus</a>	<a href="#">For telecommunication facility</a>	400.00	<a href="#">Inside UP Tacloban Compound, along Army Road, Brgy. 56-A, Downtown, Tacloban City, Leyte</a>

2. Interested PLs must submit their Lease Proposals to the [ROPA and Acquired Assets Department](#) at the Executive Lounge, 2<sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City on **June 20, 2024, until 2:00 p.m.**

The Lease proposal shall contain the Eligibility Documents and Bid Proposal together with the Proposal Security and Proposal Securing Declaration. The Proposal Security shall be in the minimum amount equivalent to the proposed first month rent, inclusive of VAT, on the initial year lease period, in the form of cash, cashier's/manager's check or bank draft, guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank payable in favor of SSS.

3. Bid opening shall be on same date and venue immediately after the deadline of submission as stated above. Late bids shall not be accepted. Only one (1) company representative is allowed to attend the manual opening of Bids. Other company representative may witness the opening of Bids through Microsoft Teams.
4. The PLs shall be evaluated on a pass or fail basis to determine if the PL (or the member- firms) complies with or satisfies all of the requirements. Only those PLs who strictly comply and pass with ALL the eligibility requirements shall be declared "ELIGIBLE," for the opening and evaluation of their Bid Proposals.

Bids received below this minimum bid amount as stated in the Terms of Reference (TOR) shall be rejected at the Opening of the Bids.

5. PLs may obtain the TOR at the address given below starting **May 23, 2024** up to the scheduled submission and opening of eligibility documents/bid

proposal, upon payment of a non-refundable fee of Philippine Pesos: **THREE THOUSAND PESOS (Php3,000.00)**. The TOR shall be received personally by the PL or his/her authorized representative.

The TOR may be downloaded from the SSS website at [www.sss.gov.ph](http://www.sss.gov.ph) under the **PROCUREMENT** tab, **Assets for Sale/Lease** section, **Assets for Lease** subsection. However, PLs must pay the applicable fee for the TOR to be able to participate in the bidding.

The mode of payment will be on a cash basis payable at the SSS Cash Management Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6.

6. If no PL procures this TOR and/or submit Lease Proposal, the public bidding process is deemed terminated and declared a failure.
7. For this purpose, a Pre-Bid Conference will be conducted on **June 4, 2024 at 2:00 p.m.** at the Executive Lounge, 2<sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City, which shall also be opened through online conference using Microsoft Teams, but attendance shall not be mandatory. Kindly e-mail us on or before **June 3, 2024 at 12:00 noon**, through e-mail address [lease.ropaad@sss.gov.ph](mailto:lease.ropaad@sss.gov.ph), the following:
  - a. Name of the representative and e-mail address; and
  - b. Technical and administrative queries
8. All interested PLs can request for clarification and/or make inquiries regarding the TOR, which shall be in writing and addressed to the Concurrent Acting Head and CEO IV of ROPA and Acquired Assets Department. All inquiries should be received on or before **June 6, 2024, 5:00 p.m.** through the given physical address or through e-mail as specified below.
9. Bid Bulletin will be posted in the SSS website and will also be sent to all PLs who have purchased this TOR no later than the close of business hours on **June 10, 2024** through e-mail. Receipt of all Bid Bulletin shall be acknowledged by each PL prior to the submission and opening of the Eligibility Documents and Bid Proposal and shall be so indicated therein.
10. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, non-working day or suspended by authorities for whatever reason, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
11. The SSS reserves the right to reject any and all application for qualification and eligibility found not in conformity with the relevant rules and policies set by SSS.

For further information, please refer to:

**Concurrent Acting Head and CEO IV**

ROPA and Acquired Assets Department

5<sup>th</sup> Floor, SSS Building, East Avenue, Diliman, Quezon City

Tel # (02) 8924-7826, Trunkline # (02) 8709-7198 locals 6084/6113

Email address: [lease.ropaad@sss.gov.ph](mailto:lease.ropaad@sss.gov.ph)

**AR. CYRUS CAESAR D. LOZANO**  
**Concurrent Acting Head and CEO IV**  
ROPA and Acquired Assets Department