



Republic of the Philippines  
 SOCIAL SECURITY SYSTEM  
 Visayas West 1 Division  
 Lacson St., Bacolod City 6100, Negros Occidental  
 Tel. No. (034) 433-9434



**DISPOSAL COMMITTEE  
 GROUND RULES**

1. All eligibility requirements/pre-qualification documents shall be submitted, in the order as enumerated in the Terms of Reference (TOR), by the prospective bidders on **December 2, 2024** from 8:00a.m. to 12:00pm in one brown envelope (1<sup>st</sup> envelope), to the Chairperson, Disposal Committee, thru the Secretariat, Office of the Vice-President, Visayas West 1 Division, Social Security System, 2<sup>nd</sup> floor, SSS Building, 2<sup>nd</sup> Lacson St., Bacolod City.
2. No pre-qualification documents shall be received after 12:01pm of **December 2, 2024** (Philippine Standard Time).
3. The bidder or his authorized representative with Special Power of Attorney (SPA) shall register with the Secretariat thru the Attendance Sheet prior to placing the envelopes in the designated bid box.
4. The Disposal Committee Chairperson shall open the bidding process at 2:00pm after the registration of the bidders, announcing the names of the attendees and in what capacity they are attending.
5. The Disposal Committee shall start the preliminary examination of eligibility requirements by calling the bidders in alphabetical order.
6. In the presence of the bidder/authorized representative with SPA, the Disposal Committee shall evaluate using a Checklist, the following requirements, which are duly initialed by the bidder per document:

BIDDERS	ANY PERSON	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
<b>REQUIREMENTS: Certified True Copy (If submitting photocopy of documents, bring original during Opening of Bids for authentication purposes. The bidder shall affix his signature on all documents submitted.)</b>	Latest Income Tax Return*	Valid Certificate of Registration from Dept of Trade & Industry	Articles of Partnership	Articles of Incorporation
	Certificate of Employment with Compensation *	2024 BPLO Certification/ Mayor's Permit		
	Two (2) Valid government issued identification cards with photo and signature (SSS/GSIS UMID Card, Postal ID, Driver's License, Philhealth ID, Pag-ibig ID, Voter's ID, Passport, PRC ID, Firearm Registration Card, Senior Citizen ID			

\*Any of the Two

7. All bids/proposals/quotations shall be signed by the bidder enclosed in a sealed envelope (2<sup>nd</sup> envelope) and dropped in the bid box.
8. The **Bid Security** (in the 2<sup>nd</sup> envelope) in the form of cash or check (Certified Cashier's or Manager's Check), payable to the Social Security System, in the amount equivalent to ten percent (10%) of the total bid price shall be submitted to the Committee on or before the scheduled opening of bids.
9. Only those bids with complete eligibility requirements and the 10% bid security shall be considered.
10. After determining who are qualified, the Disposal Committee shall then proceed to open the 2<sup>nd</sup> sealed bid envelope and announce the names of the bidder and their bid.  
*(The Bid Tender Form must be signed by the members of the Disposal Committee immediately after it is opened and announced)*  
 The 2<sup>nd</sup> envelope contains:
  1. Bid Tender Form in a Sealed Envelope;
  2. Bid Security in the form of Certified Manager's/Cashier's Check or Cash equivalent to 10% of the total bid price
11. During the opening of the bids, only the bidder or his duly authorized representative with SPA shall be allowed inside the bidding area. He shall refrain from making unnecessary remarks and remain seated during the entire bidding process.