



SOCIAL SECURITY SYSTEM  
**LUZON CENTRAL 1 DIVISION**  
**Disposal Committee**

SSS Tarlac Bldg., Macabulos Drive, San Vicente, Tarlac City

**INVITATION FOR NEGOTIATED SALE AND DISPOSAL OF ONE (1) LOT OF UNSERVICEABLE PROPERTIES OF SSS URDANETA BRANCH**

The SOCIAL SECURITY SYSTEM (SSS), thru the Disposal Committee of Luzon Central 1 Division, is inviting interested bidders for the negotiated sale of the following:

**A. Subject** : Negotiated Sale for the disposal by “lot” of the following:

Lot 1 – Unserviceable Properties of SSS Urdaneta Branch consisting of Forty-Nine items (49)

**Please see Annex A**

**B. Condition:** “As is, Where is” Basis.

**C. Location and Site of Inspection:** Unserviceable properties can be inspected at SSS Urdaneta Branch, 3<sup>rd</sup> Floor, Government Center, CB Mall, Mc Arthur Hiway, Brgy. Nancayasan, Urdaneta City, Pangasinan on November 28, 2024, from 8:00 AM to 5:00 PM. Below are the addresses and contact persons.

Contact Person:

**MS. JONNAME M. DELA PEÑA - Administrative Section SSS Urdaneta Branch Tel.**

**No.: +63 (075) 568-8512 \* 696-0331**

**Email address: urdaneta@sss.gov.ph**

**D. Schedule of Activities:**

Activities	Date	Time/Place
Posting of the Invitation for Negotiated Offer to Purchase to the official SSS Website, all LC1 Branches and other conspicuous places	10 Working Days (November 18 – 27, 2024)	n/a
Site Inspection of Unserviceable Properties Located at Tarlac Branch and Tarlac Processing	November 28, 2024	SSS Urdaneta Branch
Period of Acceptance of Negotiated Offer to Purchase Form	Nov. 29 – Dec. 06, 2024	8 to 5 PM at the following office: <b>SSS Urdaneta Branch</b> or at the <b>Office of the VP, Luzon Central 1 Division, 2<sup>nd</sup> Flr. Tarlac Branch Bldg., Macabulos Drive, San Vicente Tarlac City.</b>
Evaluation of Submitted Offer to Purchase	Dec. 09, 2024	<b>Office of the VP, Luzon Central 1 Division, 2<sup>nd</sup> Flr. Tarlac Branch Bldg., Macabulos Drive, San Vicente Tarlac City.</b>
Post Qualification	Dec. 10, 2024	n/a
Issuance of Notice of Award	Dec. 12, 2024	n/a

Full Payment	Within five (5) working days from receipt of the Notice of Award	8AM to 4 PM at SSS Urdaneta Branch or at the Office of the VP, Luzon Central 1 Division
Claiming of Award	Within five (5) working days from the signing of the Deed of Absolute Sale	8AM to 4 PM at SSS Urdaneta Branch

E. Eligibility Requirements: The Negotiated Sale shall be open to everyone except SSS employees:

BIDDERS	INDIVIDUAL	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
REQUIREMENTS	1. Latest Income Tax Return*	DTI Certification	Articles of Partnership	Articles of Incorporation
	2. Certificate of Employment with Compensation or Bank Certificate*	1. 2024 Business Permit Licensing Office Certification/ Mayor's Permit  2. Valid Tax Clearance Certificate <b>OR</b> Notarized Certificate of Tax Clearance and Certified True Copy of the 2023 Income Tax Return and Proof of Submission to BIR.		
	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*

*Notes: If submitting photocopies of documents, please bring the original copies for authentication purposes. The Offeror shall affix their signature on all documents submitted.*

F. Submission of a negotiated offer to purchase:

Interested parties shall submit a sealed documentary envelope containing the following:

- Duly accomplished Negotiated Offer to Purchase Form.
- Eligibility Requirements as stated above.
- Submit Bid Security equivalent to ten percent (10%) of the offered price for each lot you wish to purchase.

The sealed envelope shall be labelled as **“Application for the Negotiated Offer to Purchase Unserviceable Properties of SSS Urdaneta Branch”**.

G. Evaluation of Offer to Purchase: The Committee shall evaluate all offers to purchase and validate the completeness of eligibility documents submitted at the date, time, and place set in the Invitation for Negotiated Sale. The Committee shall declare the highest eligible Offeror. The Bid Security of the winning offeror shall be considered as advance payment.

**Other Inquiries:** Please direct your inquiries to the following.

1. **RUEL M. DE GUZMAN**, Disposal Committee Secretariat at the 2nd Floor, SSS Tarlac Branch Building, Macabulos Drive, San Vicente, Tarlac City  
Tel No. (045) 982-6967, CP No. 0917- 622-6160  
email address: deguzmanrm@sss.gov.ph.

  
**VP VILMA P. AGAPITO**  
 Chairperson, Disposal Committee