



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, 3rd Floor, Government Center, CB Mall, Mc Arthur Hiway, Brgy. Nancayasan, Urdaneta City, Pangasinan on March 03, 2025, 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 (February 17 to 28, 2025)	n/a
Site Inspection of Unserviceable Properties Located at Tarlac Branch and Tarlac Processing	March 03, 2025	SSS Urdaneta Branch
Period of Acceptance of Negotiated Offer to Purchase Form	Mar. 03-06, 2024	8 to 5 PM at the following office: SSS Urdaneta Branch or at the Office of the VP, Luzon Central 1 Division, 2nd Flr. Tarlac Branch Bldg., Macabulos Drive, San Vicente Tarlac City.
Evaluation of Submitted Offer to Purchase	Mar. 07, 2025	Office of the VP, Luzon Central 1 Division, 2nd Flr. Tarlac Branch Bldg., Macabulos Drive, San Vicente Tarlac City.
Post Qualification	Mar. 10, 2025	n/a
Issuance of Notice of Award	Mar. 11, 2025	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. 2025 Business Permit Licensing Office Certification/ Mayor’s Permit 2. Valid Tax Clearance Certificate OR Notarized Certificate of Tax Clearance and Certified True Copy of the 2024 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 of the documents 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