



**TERMS OF REFERENCE OF THE NEGOTIATED SALE AND DISPOSAL OF ONE (1) LOT OF UNSERVICEABLE PROPERTIES OF SSS URDANETA BRANCH**

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

Lot No.	Description	No. of Items
1	Various Unserviceable Properties of SSS Urdaneta	49

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 (Feb. 17 - 28, 2025)	n/a
Site Inspection of Unserviceable Properties Located at Tarlac Branch and Tarlac Processing	Mar. 03, 2025	SSS Urdaneta Branch, 3 <sup>rd</sup> Floor, Government Center, CB Mall, Mc Arthur Hiway, Brgy. Nancayasan, Urdaneta City, Pangasinan
Period of Acceptance of Negotiated Offer to Purchase Form	Mar. 03 – 06, 2025	8 to 5 PM at the following office: SSS Urdaneta Branch
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

**B. Condition :** “As is, Where is” basis. All interested Offerors, upon submission of the offer to purchase, shall issue Bid Security equivalent to ten percent (10%) of the total Bid Price for the Lot.

**C. Location/Offices where the unserviceable properties are located:**

- 1. SSS Urdaneta Branch – 3<sup>rd</sup> Floor, Government Center, CB Mall, Mc Arthur Hiway, Brgy. Nancayasan, Urdaneta City, Pangasinan**

Contact Person:  
**MS. JONNAMA E M. DELA PEÑA - Administrative Section SSS Urdaneta**  
**Branch Tel. No.: +63 (075) 568-8512 \* 696-0331**  
Email address: urdaneta@sss.gov.ph

**B. Minimum Bid Price :**

Lot No.	Description	No. of Items	Minimum Bid Price (in Php)
1	Various Unserviceable Properties of SSS Urdaneta Branch	49	5,276.54

The award shall be given to the highest complying offeror, as determined by the Committee.

**D. Payment :** Payment shall be strictly in CASH or CHECK  
(Certified Cashier’s or Manager’s Check) payable to the SSS

**E. Eligibility Requirements :** The Negotiated Sale shall be open to any Individual, Sole Proprietorship, Partnership or Corporation complying with the prescribed rules and regulations and upon **submission of the following documents:**

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 <b>OR</b> 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 for authentication purposes. The Offeror shall affix their signature on all documents submitted.*

**F. Procedure of the Negotiated Sale:**

1. 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 properly labeled as follows **“Application for the Negotiated Offer to Purchase Unserviceable Properties of SSS Urdaneta Branch”**.

2. The Committee shall evaluate all the 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.
  3. A post-qualification shall be done before the conferment of Notice of Award to the winning offeror.
- G.** The winning Offeror shall be given the official Notice of Award and shall be required to pay the balance of the award price, inclusive of all government taxes, fees, or duties, if any, and all incidental expenses, to the SSS within five (5) working days from receipt of the said Notice.
- H.** A Deed of Absolute Sale shall be executed by the Social Security System and the Awardee as soon as the award price is paid.
- I.** Hauling of the Purchased Lot:
- a. The winning Bidder shall, at his/her own expense, be responsible for the packing, hauling, and loading of the purchased lot to be done at the place indicated in the Invitation to Bid and in the presence of the authorized SSS personnel.
  - b. One-day hauling of the purchased lot shall be done on any day from Monday to Friday during office hours (8:00 AM to 5:00 PM), not later than five (5) working days from the date of signing of the Deed of Absolute Sale of the aforementioned. If hauling cannot be completed within the specified time, the winning Bidder may request another five (5) working days for hauling provided that the request is justified and in writing.
- J.** Failure of the winning Bidder to haul the purchased lot within the specified period shall result to the forfeiture of the payment/bid price in Favor of the SSS.
- K.** The winning Bidder shall guarantee the complete hauling and loading of all the property/equipment subject of the Contract without any residual remaining within the premises of the SSS.

  
VP VILMA F. AGAPITO  
Chairperson, Disposal Committee  
Luzon Central 1 Division