



SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of GOODS

**RENTAL OF PHOTOCOPYING
MACHINES**

ITB-SSS-GOODS-2025-007

Government of the Republic of the Philippines

FEBRUARY 2025


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Table of Contents

Glossary of Acronyms, Terms, and Abbreviations3

Section I. Invitation to Bid.....6

Section II. Instructions to Bidders.....9

1. Scope of Bid10

2. Funding Information..... 10

3. Bidding Requirements 10

4. Corrupt, Fraudulent, Collusive, and Coercive Practices 10

5. Eligible Bidders..... 10

6. Origin of Goods 11

7. Subcontracts 11

8. Pre-Bid Conference 11

9. Clarification and Amendment of Bidding Documents 11

10. Documents comprising the Bid: Eligibility and Technical Components11

11. Documents comprising the Bid: Financial Component 12

12. Bid Prices12

13. Bid and Payment Currencies12

14. Bid Security 13

15. Sealing and Marking of Bids13

16. Deadline for Submission of Bids 13

17. Opening and Preliminary Examination of Bids 13

18. Domestic Preference 13

19. Detailed Evaluation and Comparison of Bids 13

20. Post-Qualification 14

21. Signing of the Contract 15

Section III. Bid Data Sheet16

Section IV. General Conditions of Contract19

1. Scope of Contract 19

2. Advance Payment and Terms of Payment 19

3. Performance Security 19

4. Inspection and Tests 19

5. Warranty 19

6. Liability of the Supplier 20

Section V. Special Conditions of Contract21

Section VI. Schedule of Requirements32

Section VII. Technical Specifications33

Section VIII. Checklist of Technical and Financial Documents35



Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

SSS – Social Security System

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



Invitation to Bid
ITB-SSS-GOODS-2025-007

RENTAL OF PHOTOCOPYING MACHINES

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
₱69,551,427.93 Broken down as follows: Year 1 - ₱34,775,713.96 Year 2 - ₱34,775,713.97 Approved 2025 Corporate Operating Budget–MOOE with Code PAP 2025- 0375 (3 rd Update for the month of January) of the Annual Procurement Plan (APP)	Within one hundred fifty (150) calendar days from receipt of Notice to Proceed and Signed Contract	₱ 27,500.00	March 13, 2025 (Thursday) 2:30 p.m.	March 27, 2025 (Thursday) 2:00 p.m.

1. The ***SOCIAL SECURITY SYSTEM*** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within the last seven (7) years prior to the date of submission and receipt of bids, a contract similar to the Project.** The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders **starting 01 March 2025 up to the scheduled submission & receipt of bids** from the address stated in item 11 of the ITB and upon payment of the applicable fee for the Bidding Documents in the amount specified above.

The mode of payment will be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. **To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.**

The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 12 March 2025, through e-mail address bac@sss.gov.ph, the following:

- a. Name of the representative and e-mail address; and**
- b. Technical and administrative queries.**

7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.

Bid opening shall be on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
9. The SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.

11. For further information, please refer to:

Bids & Awards Committee

The Secretariat

2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.

Tel # (632) 8922-1070; 8709-7198 local 3422/3424

Email – bac@sss.gov.ph

12. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting 01 March 2025.


THE CHAIRPERSON
BIDS & AWARDS COMMITTEE *UEC*

ref.: itb-sss-goods-2025-007-rental of photocopying machines

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the RENTAL OF PHOTOCOPYING MACHINES, with identification number *ITB-SSS-GOODS-2025-007*.

The Procurement Project (referred to herein as “Project”) is composed of *a single lot*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY2025* in the amount of *Sixty-nine Million Five Hundred Fifty-One Thousand Four Hundred Twenty-Seven Pesos and 93/100 (P69,551,427.93)*.

2.2. The source of funding is: Approved 2025 Corporate Operating Budget– MOOE with Code PAP 2025-0375 (3rd Update for the month of January) of the APP.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal

rights or privileges to citizens, corporations, or associations of the Philippines;

- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City** and/or through online conference using Microsoft Teams as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last seven (7) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be

accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated

in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for **One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening.** Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 7 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Rental of Photocopying Machines with at least two-year contract.</p> <p>b. Completed within the last seven (7) years prior to the deadline for the submission and receipt of bids.</p>							
7.1	No further instruction							
12	<p>The price of the Goods shall be quoted DDP.</p> <p>Goods shall be delivered to various SSS offices nationwide (refer to the attached Annex A).</p>							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table> <tr> <th>Form of Bid Security</th><th>Amount of Bid Security (Not less than the Percentage of the ABC)</th></tr> <tr> <td>Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td><td rowspan="2">Two percent (2%) or ₱1,391,028.56</td></tr> <tr> <td>Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td></tr> <tr> <td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>Five percent (5%) or ₱3,477,571.40</td></tr> </table> <p>* Bank issued securities must be issued by a universal/commercial bank.</p> <p>* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p>* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱1,391,028.56	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱3,477,571.40
Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)							
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱1,391,028.56							
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.								
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱3,477,571.40							
19.3	<p>The ABC is ₱69,551,427.93, broken down as follows:</p> <p>Year 1 - ₱34,775,713.96</p> <p>Year 2 - ₱34,775,713.97</p> <p>Any bid with a financial component exceeding the amount indicated above shall not be accepted.</p>							
20	No further instruction.							

Insights

20.2	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"> 1. Registration certificate from Securities and Exchange Commission (SEC) for corporation including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document 2. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; 3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR) 4. Latest Audited Financial Statements 5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS); 6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months prior to the submission & opening of bids filed electronically (EFPS);
21.1	No further instruction.



Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Scope of Services</p> <p>I. Number of Photocopying Machines</p> <p>The service provider agrees to supply, deploy, and install an initial total of 474 photocopying machines. The distribution of the machines is provided in Annex B.</p> <p>II. Machine Category</p> <p>Medium-end</p> <ul style="list-style-type: none"> - Four hundred seventy-four (474) units capable of 7,001 to 15,000 copies and produces minimum 30 copies per minute <p>III. Specifications</p> <p>The photocopying machines shall have the minimum Technical Specifications enumerated in the bidding documents (Refer to Section VI – Schedule of Requirements and Section VII – Technical Specifications)</p> <p>IV. Service Maintenance</p> <ol style="list-style-type: none"> 1. Deployment and installation of four hundred seventy-four (474) brand new photocopying machines directly to SSS offices/branches and deployment and installation of additional forty-seven (47) units should SSS opens new office/branch before sixty (60) calendar days prior to the expiration of the original or extended contract. 2. Supply and delivery of consumables (toners, parts, etc.). 3. Maintenance and repair services of the photocopying machines free of charge. <ol style="list-style-type: none"> a. Upgrading of photocopiers, when necessary. b. Conduct maintenance and repair services, inclusive of spare parts, free of charge. c. Provide its own authorized service centers in all major cities nationwide (with valid agreement/MOA). Provide a list of service centers and a copy of the said agreement/MOA. d. Provide back-up units for each model (medium-end), made available upon request by office/s in the event the installed unit breaks down. e. Provide consumables like original toner, developer and selenium drum (must be original) inclusive of necessary replacement thereof for the normal operation of machines. <p>V. Additional Deployment –</p> <ol style="list-style-type: none"> 1. Additional 10% or forty-seven (47) photocopying machines will be deployed should the SSS opens new office/branch or as deemed necessary for the operations before sixty (60) calendar days prior to the expiration of the original or extended contract. The same shall be provided under same terms and cost per copy as stipulated in the contract.

VI. Data Privacy Compliance

The machines must:

- 1. Be able to protect all SSS images data stored in the HDD from illegal access by any external devices; and
- 2. Automatically perform the deletion of SSS data except service provider’s billing records after each printing or scanning activity to ensure that SSS data reconstruction is not possible.

VII. Service Level Agreement

- 1. Replacement of toner – must be within two (2) hours upon receipt of request may it be thru phone, email or letter.
- 2. Replacement of defective parts/units.
 - a. NCR and Branches with service centers – must be within 24 hours upon receipt of request.
 - b. Offices/Branches without service centers - must be within 48 hours upon receipt of request.
- 3. Service Maintenance
 - a. NCR and Branches with service centers – must be within 24 hours upon receipt of request.
 - b. Offices/Branches without service centers - must be within 48 hours upon receipt of request.

VIII. Other Conditions

- 1. The supplier shall provide the SSS with 474 units of brand new photocopying machines and additional 47 units for newly opened SSS Office/Branch or departments as deemed necessary for their operations before sixty (60) calendar days prior to the expiration of contract.
- 2. No delivery and installation charges.
- 3. The service provider is required to provide the SSS with detailed data concerning the contract at the completion of each year.
- 4. Ensure a maximum of 2% spoilage rate for each copier.
- 5. Provide a computerized monitoring system capable to monitor the consumption, consumables, machine maintenance and centralized billing system.
- 6. Provide a stand-by technician at SSS Main Office who will attend to service calls in the main office.
- 7. Provide help desk/contact person who will attend to all service calls or inquiries from the branches.
- 8. The service provider shall deliver all such items that are required for the performance or delivery of the project, as if such items were stated, although not specifically mentioned in the contract.
- 9. The service provider shall retrieve all photocopying machine units deployed nationwide within sixty (60) calendar days from the expiration



	<p>of the original contract or extended contract, regardless of whether the units were deployed under a Joint Venture Agreement (JVA). Failure to comply within the stipulated timeline shall result in the imposition of rental fee/storage fee based on the computation as follows:</p> <p>a.) Rental fee for rented offices/branches</p> <p>Rental fee = prevailing rental rate of the office/branch per month x no. of units x no. of months</p> <p>b.) Storage fee for SSS owned buildings</p> <p>Storage fee = prevailing ave. storage rate of the office/branch per month x no. of units x no. of months</p> <p>IX. No Deposit and No Minimum Copy Requirement</p> <p>The SSS shall not be charged any deposit for the delivery and installation of the photocopiers. The service provider shall not set a minimum copy requirement by default, for payment.</p> <p>X. Training/Orientation on the Use of Photocopying Machines</p> <p>The corresponding Administrative Staff or concerned officers of all SSS offices shall be trained/oriented on the functions and features of the photocopying machines upon installation of the same.</p> <p>The SSS shall also conduct a semi-annual assessment or evaluation of the performance of the service provider based on the set performance criteria. The SSS based on its assessment may terminate the contract for failure of the service provider/contractor to perform its obligations.</p> <p>Training/orientation shall be at no cost to SSS.</p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to the Contract are DDP delivered to various SSS offices nationwide.</p> <p>Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Teddy N. Carreon, Department Manager III of the Office Services Department (OSD) or his authorized representative.</p>
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	<p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none">a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; ande. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none">1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and2. in the event of termination of production of the spare parts:<ul style="list-style-type: none">i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; andii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p>
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	<p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> <p>Data Privacy Act of 2012</p> <p>The bidder and its implementation partner/s, including its personnel who shall be assigned to the project, must comply with the pertinent provisions of Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations (IRR), or any subsequent official issuance/guideline on Data Privacy, if applicable.</p>
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2.2	<p>The terms of payment shall be monthly based on the actual consumption of total cost per copy which shall be credited to the LANDBANK or DBP or any choice of bank account subject to applicable bank charges of the winning bidder.</p> <p>The Service Provider shall submit invoice/statement of account together with proof of actual consumption such as Usage Counter Report, Usage Page, and Meter Reading Charge Report or its equivalent.</p> <p>The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.</p> <p>Payment using Letter of Credit is not allowed.</p>
4	<p>The inspections and tests that will be conducted for the compliance of the machines as specified in Section VII. Technical Specifications.</p> <ul style="list-style-type: none"> • <u>During Post Qualification</u> <p>Supplier shall submit demo unit (medium-end) to the SSS for inspection and testing purposes or allow SSS TWG to conduct the said activities to their clients with similar units offered to check its compliance to the technical specifications of the required photocopying machines.</p> <ul style="list-style-type: none"> • Prior to the delivery of photocopying machines to SSS sites or destinations, actual inspection and testing of the machines shall be conducted at the supplier's warehouse by OSD.
5.1	<p>Correction of defects, repair or replacement of the defective photocopying machines or consumables shall be done by the SUPPLIER in accordance with the Service Level Agreement.</p> <p>SUPPLIER warrants that the photocopying machines or consumables supplied are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and in material, except when the technical specifications by SSS provides otherwise.</p> <p>SUPPLIER further warrants that all photocopying machines or consumable supplies under the Contract shall have no defect arising from design, materials or workmanship or from any act or omission of SUPPLIER that may develop under normal use of the supplied photocopying machines or consumables.</p> <p>If the SUPPLIER, having been notified, fails to remedy the defects within the period provided in the contract, SSS may proceed to take such remedial action as may be necessary, at SUPPLIER's risk and expense without prejudice to any other rights which SSS may have against SUPPLIER under the contract and under the applicable law.</p>
6	<p>Liability of the Supplier</p> <ol style="list-style-type: none"> 1. CONFIDENTIALITY. Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is

	<p>disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.</p> <p>The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> <p>2. MERGER AND CONSOLIDATION. In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement.</p> <p>3. FORCE MAJEURE. SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.</p> <p>For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> <p>4. NON-ASSIGNMENT. SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.</p> <p>5. WAIVER. Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.</p> <p>6. CUMULATIVE REMEDIES. Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.</p> <p>7. NO EMPLOYER-EMPLOYEE RELATIONSHIP. It is expressly and manifestly understood and agreed upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER.</p>
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	<p>The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.</p> <p>8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.</p> <p>9. COMPLIANCE WITH SS LAW. SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from SUPPLIER's receivables under this Agreement.</p> <p>Further, prescription does not run against SSS for its failure to demand SS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.</p> <p>10. COMPLIANCE WITH LABOR LAWS. SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.</p> <p>It is agreed further, that prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.</p> <p>11. COMPLIANCE WITH TAX LAWS. SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made</p>
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	<p>thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.</p> <p>As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.</p> <p>12. LIQUIDATED DAMAGES. If SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.</p> <p>13. HOLD FREE and HARMLESS. SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.</p> <p>SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS’ employees or property or third person due to SUPPLIER’s employees’ fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER’s obligations under this Agreement.</p> <p>14. SETTLEMENT OF DISPUTES. If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the “Arbitration Law” and RA No. 9285, otherwise known as the “Alternative Dispute Resolution Act of 2004,” in order to settle their disputes.</p> <p>No arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.</p>
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	<p>15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.</p> <p>16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.</p> <p>17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.</p> <p>18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.</p> <p>19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.</p>
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Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1.	Deployment of Photocopying Machines			Within one hundred fifty (150) calendar days from receipt of Notice to Proceed and Signed Contract
	Medium-end	474 units	474 units	
2.	Maintenance of Photocopying Machines	As needed (free of charge)	As needed (free of charge)	
	Medium-end	474 units	For all installed photocopying machines	
3.	Consumables (toners, parts, etc.)	As needed (free of charge)	As needed (free of charge)	
4.	Warranty	As needed (free of charge)	As needed (free of charge)	To commence immediately upon complete delivery, installation, and acceptance of the photocopying machines and ends upon the expiration of the contract.
5.	Training/Orientation to all Administrative Assistants or concerned Official/s	350 AAs and its equivalent (free of charge)		Upon installation of the photocopying machines.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____



Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance	Annex
<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>			
<p>Bidder(s) must submit product specification or brochure. Specifications not indicated in the brochure must be verifiable online or upon inspection of actual unit offered.</p>			
<p>A. Capacity</p>			
1.	<p>Medium-End Machines (474 units)</p> <p>Capacity/copies per minute (Black and White):</p> <ul style="list-style-type: none"> ➤ Minimum of 30 copies per minute; Monthly volume from 7,001 to 15,000 copies <p>Bidder must submit brochure / certificate from their supplier attesting compliance on the specification.</p>		
<p>B. Capabilities and other Features For items 1 to 13: The bidder must submit brochure / certificate from their supplier attesting compliance with the specification</p>			
1.	Handling ordinary book paper (min. of 70 gsm).		
2.	Printing letter, long legal, A4 and A3 size.		
3.	Network printing		
4.	Printing anywhere, fax and scan (colored) to email.		
5.	Automatic detection of mixed sized original sheet and copy, accordingly.		
6.	Self-metering.		
7.	With Enlarger/Reducer.		
8.	With Security Lock and Password Operation.		
9.	With Power-saving feature.		
10.	Power Supply Requirement: 220-240V, 50-60Hz		
11.	First Page out/Warm-up time: Within 25-150 seconds		

12.	With automatic deletion of SSS data feature except service provider’s billing records after each printing/scanning		
13.	For brand-new machines Bidder must submit the following: a. Authorized Service Provider certificate from manufacturer b. Certification of brand new units issued by the manufacturer c. Authenticity certificate for toners from the manufacturer		

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Section VIII. Checklist of Technical and Financial Documents

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the last seven (7) years period prior to the submission and opening of Bids; **and**
- ☐ (d) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **Or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Other documentary requirements under RA No. 9184 (as applicable)

For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos:

- ☐ (g) Copy of Treaty, International or Executive Agreement; **or**
- ☐ (h) Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (i) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Class “B” Documents

- ☐ (j) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Financial Documents

- ☐ (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**
☐ (n) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

IMPORTANT REMINDERS

- A) Each and every page of the **Bid Forms/Price Schedule(s)/Bid Breakdown**, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
- Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component
Envelop (2): COPY1 – Eligibility Requirements and Technical Component
Envelop (3): COPY2 – Eligibility Requirements and Technical Component
- b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
- Envelop (4): ORIGINAL – Financial Component
Envelop (5): COPY1 – Financial Component
Envelop (6): COPY2 – Financial Component
- c) Bidders shall enclose, seal and mark the following:
- Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked "ORIGINAL-BID"
- Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked "COPY1-BID"
- Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked "COPY2-BID"
- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box

- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
- addressed to the Procuring Entity’s BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

<p>THE CHAIRPERSON BIDS AND AWARDS COMMITTEE 2ND FLOOR, SSS MAIN BUILDING EAST AVENUE, DILIMAN, QUEZON CITY</p> <p>NAME OF BIDDER : _____ ADDRESS : _____</p> <p>NAME OF PROJECT: _____ ITB REFERENCE NUMBER: _____</p> <p style="text-align: center;">DO NOT OPEN BEFORE (the date and time for the opening of bids)</p>
--

- E) Bids submitted after the deadline shall only be marked for recording purpose, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

FORMS

Bid Form for the Procurement of Goods

BID FORM

RENTAL OF PHOTOCOPYING MACHINES

Date: _____

Project Identification No.: ITB-SSS-GOODS-2025-007

To: **SOCIAL SECURITY SYSTEM**
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] **RENTAL OF PHOTOCOPYING MACHINES** in conformity with the said PBDs for the sum of [**Total Bid Amount in words and figures**] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
_____	_____
_____	_____
_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.



The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices/Bid Breakdown, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule(s)/Bid Breakdown

RENTAL OF PHOTOCOPYING MACHINES

Name of Bidder

Invitation to Bid Number: ITB-SSS-GOODS-2025-007

Cost Component	No. of Units/ Copies	Cost per Unit/Copy/ Training	Total Cost
1. 1 st year total estimated number of copies	58,941,888 copies	₱	₱
2. 2 nd year total estimated number of copies	58,941,888 copies		
3. Photocopying Machines Medium-end	474 units	Free	
4. Maintenance, repair and replacement of consumables and defective spare parts	474 units	Free	
5. Training/Orientation	N/A	Free	
TOTAL COST FOR 2 YEARS			₱

Note:

- Any bid exceeding the ABC of ₱69,551,427.93, shall not be accepted, broken down as follows:

Year 1 – ₱34,775,713.96
Year 2 – ₱34,775,713.97
- Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.
 - If the item is given for free, indicate dash (-), zero (0) or free
 - If the item is not applicable, indicate N/A
- All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- Bid proposal must be inclusive of all applicable taxes.
- Warranty requirement is at no cost to SSS.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Formula in the Computation of NFCC

RENTAL OF PHOTOCOPYING MACHINES

NAME OF PROJECT

NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

15 (_____ – _____) – _____ = _____
Current Assets minus Current Liabilities minus Total Outstanding Works NFCC

P _____
NFCC

Prepared and Submitted by:

Signature over Printed Name

(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date:

Social Security System (SSS)
SSS Main Building, East Avenue
Diliman, Quezon City

CONTRACT PROJECT :
COMPANY/FIRM :
ADDRESS :
BANK/FINANCING :
INSTITUTION :
ADDRESS :
AMOUNT :

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this day of Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004 Rules on Notarial Practice issued on at , Philippines.

NOTARY PUBLIC

Doc No. :
Page No. :
Book No. :
Series of :

(Note: The amount committed should be machine validated in the Certificate itself)



STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	OWNER’S NAME, ADDRESS, CONTACT NUMBERS AND E-MAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	REMARKS (Indicate “With NDA” or “Without NDA”)

NOTE: INCLUDING PROJECTS WITH NON-DISCLOSURE AGREEMENT (NDA)

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO
THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC
WITH ATTACHED CERTIFICATE OF FINAL COMPLETION

NAME OF CONTRACT	CONTRACT TERM	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS

NOTE: SLCC SHOULD BE PROJECTS WITHOUT NON-DISCLOSURE
AGREEMENT (NDA)

Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES) CITY OF _____)
_____) S.S.

BID SECURING DECLARATION

Project Identification No.: ITB-SSS-GOODS-2025-007

To: **SOCIAL SECURITY SYSTEM**
East Avenue, Diliman, Quezon City

I/We, the undersigned, declare that:

- 1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
- 2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
- 3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month]
[year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

RENTAL OF PHOTOCOPYING MACHINES

ITB-SSS-GOODS-2025-007

THIS AGREEMENT made between:

SOCIAL SECURITY SYSTEM, a government-owned and controlled corporation created pursuant to Republic Act No. 11199, with principal office address at SSS Building, East Avenue, Diliman, Quezon City, represented herein by its Approving Authority and (Position of Approving Authority), (Name of Approving Authority) and (Position of Signatory), (Name of signatory), duly authorized pursuant to Administrative Order _____, _____ (pertaining to Approving Authority) (Annex “A”) and Office Order _____, _____ (Annex “B”) (pertaining to signatories), hereinafter referred to as the “SSS”;

- a n d -

(NAME OF SUPPLIER), of legal age, Filipino, single/married, with principal address at _____, hereinafter referred to as the “Supplier”.

If corporation

(NAME OF SUPPLIER), a corporation duly created and existing pursuant to the laws of the Republic of the Philippines, with principal office address at _____, represented herein by its (Position of Signatory), (Name of Signatory), duly authorized pursuant to _____, _____, hereinafter referred to as the “Supplier”.

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] (PROJECT) and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures in specified currency] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.



2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- a. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- b. Supplier's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- c. Performance Security;
- d. Notice of Award of Contract; and the Bidder's conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

- 3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
- 4. SSS agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date and place indicated in their respective acknowledgments.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Position of Signatory]

[Insert Position of Signatory]

for:

for:

SSS

[Insert Name of Supplier]



(In case of double acknowledgment which is usually used by the SSS)

SIGNED IN THE PRESENCE OF:

(Name of Certifying officer as to availability of funds)
(Position of Certifying Officer)
(Department/Office of Certifying Officer)

FUNDS AVAILABLE:

APP No.: _____

FIRST ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, on this _____ day of _____ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of _____ (____) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed as well as the free and voluntary act and deed of the principal he/she /they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

Amel's

SIGNED IN THE PRESENCE OF:

SECOND ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, on this _____ day of _____ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of _____ () pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed (if corporation to include succeeding phrase) as well as the free and voluntary act and deed of the principal he/she/they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.

GPPB Resolution No. 16-2020, dated 16 September 2020



Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [insert Name of Bidder] with office address at [insert address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [insert Name of Bidder] with office address at [insert address of Bidder];

2. *Select one, delete the other:*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [insert Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **RENTAL OF PHOTOCOPYING MACHINES** of the **SOCIAL SECURITY SYSTEM** as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **RENTAL OF PHOTOCOPYING MACHINES** of the **SOCIAL SECURITY SYSTEM**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [insert Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [insert Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

[If a sole proprietorship:] The owner or sole proprietor is not related to the **Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit**, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[insert Name of Bidder]* is related to the **Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit**, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the **Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit**, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[insert Name of Bidder]* complies with existing labor laws and standards; and
8. *[insert Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[insert Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020

SECRETARY'S CERTIFICATE

I, <NAME OF CORPORATE SECRETARY>, of legal age, <Civil Status>, Filipino citizen and with business at <Company Address>, after being duly sworn, hereby depose and state that:

- 1. I am the Corporate Secretary of <insert COMPANY NAME>, a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at <insert Office Address>.
- 2. As the Corporate Secretary, I have custody and access to the records of the Corporation.
- 3. I am familiar with the facts herein certified and duly authorized to certify the same.
- 4. I hereby certify that during a regular meeting of the Board of Directors of the Corporation held on <Date of Meeting>, at which meeting a quorum was present, the following Resolution/s was/were unanimously passed, approved and adopted:

- a) RESOLVED that <insert COMPANY NAME>, authorized and empowered the following to participate in the bidding for the RENTAL OF PHOTOCOPYING MACHINES of the SOCIAL SECURITY SYSTEM:

NAME POSITION/DESIGNATION SIGNATURE

- 1.
- 2.

- b) RESOLVED FURTHER that, if awarded the Contract, the following is/are granted full power and authority to enter into contract with the SOCIAL SECURITY SYSTEM:

NAME POSITION/DESIGNATION SIGNATURE

- 1.
- 2.

- c) RESOLVED FURTHERMORE that, the designated representative/s of the Corporation has/have the full power to perform any and all acts necessary and/or to represent the Corporation as fully and effectively as the Corporation might do if personally present, and hereby satisfying and confirming all the said representative/s shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___ at <CITY>.

NAME & SIGNATURE of Corporate Secretary

SUBSCRIBE AND SWORN to before me this ___ day of ___ at <CITY>, affiant having exhibited to me his/her <Government Issued ID and details [issued by, date and place issued if applicable]>).

Doc No. _____
Page No. _____
Book No. _____

Series of _____
Annex A



RENTAL OF PHOTOCOPYING MACHINES

SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
MAIN OFFICE			
Office Services Department	2F, SSS Main Bldg., East Avenue, Diliman, Quezon City	(632) 8709-8198-45 local 3467	Atty. Junjie M. Labangco
MAKATI BUILDING			
Commission Secretariat	12F, SSS Bldg., Ayala Avenue cor. Rufino St., Makati City	(02) 813-4297 / 3901	Jocelyn B. Paraiso
NCR			
NCR OPERATIONS GROUP (OSVP)	Basement, SSS Bldg., East Ave., Quezon City	(02) 8924-9758/	SVP Maria Rita S. Aguja
NCR NORTH DIVISION (OVP)	8F, SSS Bldg., East Ave., Quezon City	(02) 8922-3453 / 3435-9827	VP Fernando F. Nicolas
Batasan Hills	Diliman Commercial Bldg., 46 Commonwealth Ave., Brgy. Batasan Hills, Quezon City	(02) 8714-1567 8637-7348	BH Ariel Dino L. Salgado
Congressional	2F Northridge Plaza Bldg., 12 Congressional Ave., Brgy. Bahay Toro, Quezon City	(02) 8294-3872	AH Hiyasmin B. Castrillo
Cubao	2F, Puregold, Aurora Blvd., cor. Gen. Santos Ave., Brgy. Socorro, Cubao, Quezon City	(02) 8911-1864 8913-7217 to 20 8911-2783 8911-2782 (BH)	BH Edna Q. Aldea
Deparo	NC Jeam Bldg., 31 Dalia St., cor. Susano Rd., Celia Subd., Brgy. 168, Deparo, Caloocan City	(02)8961-7510 8282-1737 8283-9098	AH Cherry Mae C. Siao
Diliman	SSS Livelihood Bldg., East Triangle Property, East Ave., Brgy. Pinyahan, Diliman, Quezon City	(02) 8924-7854 8921-2810 8921-9388 8924-7862 8924-7901 (BH)	BH Leo A. Danao
Eastwood	ABQ Eldg., E. Rodriguez Ave., Brgy. Bagumbayan, Quezon City	(02) 8351-1623	BH Eleanor F. Deato
Fairview	GEM Bldg., Regalado Ave., Brgy. North Fairview, Quezon City	(02) 8461-6937 8461-6939 8806-4167 8806-4172	BH Juanillo S. Descalzo III
Kalookan	Forward Group Bldg. 317 EDSA cor. Gen. Malvar St., Brgy. 135, Caloocan City	(02) 8367-2265 to 66/ 8363-0383 8330-7401 8362-7626 (BH)	BH Martin D. Bautista Jr.
Malabon	4F, Malabon Citisquare, C-4 Rd., Dagat-Dagatan, Brgy. Longos, Malabon City	(02) 8287-5459/ 8287-5620 8287-5203 8285-2229 (BH)	AH Renato S. De Guzman
Navotas	Philippine Marine Bldg., Brgy. North Bay Blvd. South, Navotas City	(02) 8351-8890/ 8351-4006 8351-4010	AH Jeanne Hellane R. Ifurung
North Caloocan (Service Office)	GF, Psalm Plaza Bldg., Bankers Village II, Quirino Hiway, Brgy. 184, Caloocan City	(02) 8932-9584/ 8932-9591	AH Albert R. Lasprillas
Novaliches	GF, Robinsons Novaliches, Quirino Hiway, Brgy. Pasong Putik, Novaliches, Quezon City	(02) 8937-4953/ 8937-4955 8935-7302 (BH)	AH Jesus Arnel A. Arcilla
Paso de Blas	4F, Puregold Paso de Blas, NLEX	(02) 8961-7424/ 8285-7866 to 67	BH Teodulo A. Mayuyo



SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
	Valenzuela Exit cor. East Service Road, Brgy. Paso De Blas, Valenzuela City		
San Francisco Del Monte	3F & 4F, SRF Bldg., 1038 Del Monte Ave., Brgy. Paraiso, Quezon City	(02) 8373-9906 to 10/ 8371-1130 8371-1148 (BH)	BH Maria Araceli C. Gibe
Valenzuela	Puregold Valenzuela, 419 Mac Arthur Highway, Brgy. Dalandanan, Valenzuela City	(02) 8292-4225/ 8292-4243 8292-4378 8291-0461 (BH)	BH Ronaldo W. Recio
NCR EAST DIVISION (OVP)	2F, Cromagen Bldg., 8007 Pioneer St., Kapitolyo, Pasig City	(02) 8633-7616/ 8633-7711	BH Benjamin M. Dolindo Jr.
Antipolo	2F, Antipolo Triangle Mall, Sen. Sumulong Memorial Circle, Brgy. San Jose, Antipolo City	(02) 8650-7627-29/ 8570-6837/ 8570-9709 (BH)	CAH Richiel R. Madlangbayan
Mandaluyong-Shaw	2F, 500 Shaw Zentrum, Shaw Blvd. cor. Laurel St., Brgy. Pleasant Hills, Mandaluyong City	(02) 8696-1060	BH Annabella Pollyanne M. Romasoc
Marikina	3F, Xeland, Gil Fernando Ave. cor. Guerilla St., Brgy. Sto. Niño, Marikina City	(02) 8645-7667/ 8645-8901 (BH)/ 8681-6261 8645-4070	AH Maricris G. Delumen
Marikina-Malanday	Graceland Plaza, J.P. Rizal Ave., Brgy. Malanday, Marikina City	(02) 8656-5657/ 8532-1573/ 8532-1581	AH Evelyn A. Cortez
New Panaderos	2F & 3F, Tuazon Bldg., New Panaderos cor. San Roque St., Mandaluyong City	(02) 8531-6461/ 8534-1445/ 8534-1446	BH Benjamin M. Dolindo Jr.
Ortigas	Lower Level 1, Robinsons Galleria, EDSA cor. Ortigas Ave., Brgy. Ugong Norte, Quezon City	(02) 8234-0790/ 8637-0900	AH Shirley E. Navalta
Pasig-Mabini	2F, One Victoria Plaza, A. Mabini St., Brgy. Kapasigan, Pasig City	(02) 8641-4410/ 8641-7810 8643-6310 8643- 8610 (BH)	CAH Marivic M. Gorembalem
Pasig-Pioneer	2F, Cromagen Bldg., 8007 Pioneer St., Brgy. Kapitolyo, Pasig City	(02) 8635-2610/ 8650-8771 8721-2473 8721-3072 8721-3253	BH Zenaida B. Bolado
Pasig-Rosario	Alfonso Commercial Complex, 185 Dr. Sixto Antonio Ave., Brgy. Rosario, Pasig City	(02) 8633-3986 to 87/ 8570-0230	BH Ronald D. Ibay
San Juan	Glialcon Villas Bldg. 1, 128 F. Blumentritt St., Brgy. Batis, San Juan City	(02) 8721-5184/ 8721-5195/ 8724-0684	BH Susan Rebecca D. Larion
Tanay	Km. 54, Manila East Road, Brgy. Tandang Kutyo, Tanay, Rizal	(02) 8696-1079	AH Jeffrey D. Pascual
NCR WEST DIVISION (OVP)	GF, Padilla Bldg., 232 Juan Luna St., Binondo, Manila	(02) 83959897 83959899	VP Luzminda Limcauco
Binondo	GF, Padilla Delos Reyes Bldg., 232 Juan Luna St., Brgy. 291, Binondo, Manila	(02) 8243-8990/ 8244-0651 8245-3187	BH Lazaro D. Canlas
Legarda	Cobee Bldg., 2485 Legarda St., Brgy. 412, Sampaloc, Manila	(02) 8735-7438 8735-7468 8735-4838 8735-7458 (BH)	AH Cresenciana A. Mangubat
Manila	C201, 2F, Zen Tower 2, 1111 Natividad A. Lopez St., Brgy. 659, Ermita, Manila	(02) 8527-5488/ 8528-0694 8528-0707 8528-0709 8525-2964 (BH)	AH Daniel T. Caput

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SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Pasay-CCP Complex	Seascape Village, Atang	(02) 8556-0992/ 8556-1554/ 8556-1556 (BH)	AH Joel D. Loyola
Pasay-Taft	ERL Investment Corp. Bldg., 2532 Taft Ave., Brgy. 93, Pasay City	(02) 8832-2103/ 8659-1905/ 8551-7645 (BH)	AH Eudora G. Racuyal
Sta. Mesa	2F, J & T Bldg., 3894 Ramon Magsaysay Blvd. cor. Santol Ext., Brgy. 587-A, Sampaloc, Manila	(02) 8713-0509	AH Carina F. Lorenzo
Tondo	ST Condominium, 1480 G. Masangkay St. cor. Bambang St., Brgy. 261, Tondo, Manila	(02) 8257-1531	BH Josephine D. Ang
Welcome	España Tower Condominium, España Blvd., cor. Josefina St., Brgy. 512, Sampaloc, Manila	(02) 8781-0050/ 8781-0053 to 54/ 8711-0600 (BH)	AH Dolora Q. Hojilla
NCR SOUTH DIVISION (OVP)	2F, SSS Makati Bldg., 6782 Ayala Ave. cor. V.A. Rufino St., Makati City	(02) 8813-4301/ 8553-3432/ 8553-3443	BH Cristine Grace B. Francisco
Alabang-Muntinlupa	GF & 2F, Norfil Bldg., 22 National Highway, Brgy. Putatan, Muntinlupa City	(02) 8807-0600/ 8807-2607/ 8807 2608 (BH)	BH Rowela Cristina R. Macasadia
Alabang-Zapote	2F, Estrellita Center, Alabang-Zapote Road, Brgy. New Alabang, Muntinlupa City	(02) 8894-4220	BH Catherine T. Gomez
Bicutan - Sun Valley	FTO Bldg., 4145 Sun Valley Drive, Brgy. Sun Valley, Bicutan, Parañaque City	(02) 8782-2576	AH Joemari T. Acub
Las Piñas	LGF, SM Southmall, Alabang-Zapote Rd., Brgy. Almanza Uno, Las Piñas City	(02) 8872-2573/ 8744-744/ 8713-171 (BH)	AH Melchor L. Lim, Jr.
Makati - Chino Roces	2F, Makati Central Square, 2130 Chino Roces Ave., Brgy. Pio Del Pilar, Makati City	(02) 8840-1633/ 8830-0197/ 8813-3212 813-7801(BH)	BH Cristine Grace B. Francisco
Makati – Gil Puyat	ECC Bldg., 355 Gil Puyat Ave., Brgy. Bel-Air, Makati City	(02) 8890-1636 / 8890-4762/ 8896-8535 8896-7134(BH)	AH Hoechst R. Potato
Makati - Guadalupe	3F, Guadalupe Commercial Complez, 9 EDSA, Brgy. Guadalupe Nuevo, Makati City	(02) 85561848	AH Aileen B. Perucho
Makati – JP Rizal	3F, KBC Bldg. 353 J.P. Rizal St., Brgy. Olympia, Makati City	(02) 8899-2916/ 8832-7651/ 8832-5896 (BH)	BH Jesusa T. Casimiro
Paranaque	2F, Puregold Sucat, Dr. A. Santos Ave., Brgy. San Isidro, Sucat, Parañaque City	(02) 8825-0270/ 8825-0898 8828-2035/ 8825-0077 (BH)	AH Ailyn P. Mobo
Paranaque - Tambo	3F, Airport Global Plaza, NAIA Rd,Brgy. Tambo, Parañaque City	(02) 88942913	BH Rhuena Anne Marie C. Ocampo
Taguig	Unit 705, 7F, SM Aura Tower, Fort Bonifacio, Taguig City	(02) 8828-3009 / 8556-3686/ 8556-3822	BH Romeo F. Vale
Taguig - Gate 3	3F, Gate 3 Plaza, Lawton Ave. cor. Julianio Ave., PH 3, AFPOVAI, Western Bicutan, Taguig City	(02) 8931-0592	BH Veronica G. Logronio
LUZON			
LUZON NORTH 1 DIVISION			

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SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Office of the Division Head	SSS Bldg., Harrison Road, Baguio City	(074) 447-0362/ 444-4882	VP Ceasar P. Saludo
Agoo	3rd floor B&D Bldg., McArthur Highway, San Antonio, Agoo, La Union	(072) 682-2779/ 682-2776	BH Roderick M. Andrada
Baguio	SSS Bldg., Harrison Road, Brgy. Harrison-Claudio Carantes, Baguio City	(074) 447-2929/ 443-3705/ 444-0360/ 444-6013	BH Nancy M. Umoso
Bangued	Seares Bldg., Rizal Street, Zone 5 Bangued, Abra	(074) 752-7476/ 752-8170	BH Edward G. Urua
Bontoc	A. Kiat-Ong Bldg., Loc-ong St., Poblacion, Bontoc	(074) 602-1280/ 633-0007	AH Michael Alain Pinlac
Candon	San Nicolas, Candon, Ilocos Sur	(077) 604-0343/ 604-0344	AH Arvi Jonathan T. Resultay
La Trinidad	GF, Jewel Igorot Bldg., Km. 4, Brgy. Balili, La Trinidad, Benguet	(074) 422-4702	BH Dominador G. Malatag
La Union	SSS Bldg., Government Center, Brgy. Sevilla, San Fernando City, La Union	(072) 242-5812 to 13 700-5668	BH Francisco F. Pentecostes
Laoag	RT Bueno Bldg., Don E. Ruiz St., Laoag City, Ilocos Norte	(077) 770-3113/ 771-4414/ 771-5305	BH Richard M. Raralio
Vigan	2F, UNP Town Center, Brgy. Tamag, Vigan City, Ilocos Sur	(077) 722-2686/ 722-2360	BH Cecille Sally
LUZON NORTH 2 DIVISION			
Office of the Division Head	2/F Puregold Cauayan, Don Juan Dacanay St. San Fermin, Cauayan City, Isabela	(078) 652-1215	VP Porfirio M. Balatico
Cauayan, Isabela	2/F Puregold Cauayan, Don Juan Dacanay St. San Fermin, Cauayan City, Isabela	(078) 652-1215 652-2083	BH Reynante T. Fernando
Iligan	2/F North Star Mall, Alibagu, Ilagan City, Isabela	(078) 323-2182	AH Jesus S. Gonzales
Santiago, Isabela	2/F Xentro Mall Santiago, Four Lane St., corner Maharlika Highway, Brgy. Villasis, Santiago City, Isabela	(078) 305-0498	BH Jeannie D. Mesa
Solano	Guevardan Bldg., Burgos St., Brgy. Quezon, Solano, Nueva Vizcaya	(078) 326-7325/ 326-6934	AH Saji G. Laud
Tuguegarao	Lingkod Pinoy Center, Level 2, Robinsons Place, Brgy. Tanza, Tuguegarao City, Cagayan	(078) 844-2108/ 844-1512	BH Guadalupe D. Castillo
Aparri, Cagayan Service Office	Cartagena Bldg., Quirino cor. R.F. Sts., Aparri, Cagayan	+63 (078) 8228256	SSO III Cesar M. Baquiran
Batanes Service Office	Provincial Capitol, Basco, Batanes	0965 332 6256	Acting SSO III Edwin F. Iringan
Sanchez, Mira Service Office	Sanchez Mira, Municipal Hall, Bldg., Sanchez Mira, Cagayan	+63 (078) 8229219	Acting SSO III Janette V. Guillen
Tabuk, Kalinga Service Office	Kalinga Provincial Capitol, Bulanao, Tabuk City, Kalinga	0977 367 1108	Acting SSO III Spain C. Urua
LUZON CENTRAL 1 DIVISION			
Office of the Division Head	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-6967/ 982-1092	VP Vilma P. Agapito
Alaminos	AMA Bldg., Marcos Avenue, Barangay Palamis, Alaminos, Pangasinan	(075) 696-0752 551-5908	BH Jose Alvin M. Altre
Balanga	G/F Wong Chun Kar Bldg., Rotary Avenue, Balanga City, Bataan	(047) 237-3349/ 237-0738	BH Joel Y. Villafuerte

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SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Baler (Aurora)	2/F NE Mall Baler, National H-way, Brgy. Suklayin, Baler, Aurora	+639203883968	BH Christian C. Catacutan
Cabanatuan	NE Pacific Shopping Center, Km. 11, Maharlika Highway, Brgy. Hermogenes C. Concepcion Sr., Cabanatuan City, Nueva Ecija	(044) 463-0691/ 463-3996/	BH Jose Rizal S. Tarun
Camiling	Julian Qui Bldg., Bonifacio St., Poblacion II, Camiling, Tarlac	(045) 934-0460/ 934-0463	BH Monalisa C. Nardo
Dagupan	East Gate Plaza, AB Fernandez Avenue, Brgy. Mayombo, Dagupan City, Pangasinan	(075) 523-4094/ 522-8908/ 522-0414	BH Primitivo D. Verania, Jr.
Iba	ACM Bldg. II, National Highway, Palanginan, Iba, Zambales	(047) 603-0487	BH Elizabeth C. Gabon
Mariveles (BEPZ)	Basement, AFAB Administration Bldg., Freeport Area of Bataan, Brgy. Malaya, Mariveles, Bataan	(047) 935-4133/ 935-4479/ 633-0536	BH Jordan A. Herrera
San Carlos, Pangasinan	2/F San Carlos Town Center, Rizal Ave., cor. Zamora St., Brgy. Rizal (Pob.), San Carlos City, Pangasinan	09564913175 09272574801	BH Winda G. Agustin
San Jose, NE	NE Bodega, Brgy. Abar 2nd, San Jose City, Nueva Ecija	(044) 958-7502/ 958-4294	BH Haidee G. Binag
Tarlac	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(044) 982-3366/ 982-1666/ 982-3402/ 923-0832	BH Maria Maxima Macaraeg
Urdaneta	3/F, Government Center, CB Mall, McArthur Highway, Brgy. Nancayasan, Urdaneta City, Pangasinan	(075) 568-8512/ 696-0331	AH Christopher A. Servas
Dasol Service Office	2F, Dasol Municipal Hall, Dasol, Pangasinan	(075) 551-5908 (075) 696-0752 c/o SSS Alaminos	Acting SSO III Mary Rose C. De Vera
Lingayen Service Office	PESO Bldg., Alvear St., Capitol Grounds, Lingayen, Pangasinan	(075) 615-2023	SSO III Charles Augustus B. Bergonio
LUZON CENTRAL 2 DIVISION			
Office of the Division Head	SSS Bldg., Diosdado Macapagal Govt Ctr., Brgy. Maimpis, San Fernando City, Pampanga	(045) 455-5359/ 455-5213/ 455-5360	VP Gloria Corazon M. Andrada
Angeles	Level 3, Marquee Mall, Francisco G. Nepo Ave., Brgy. Pulung Maragul, Angeles City	(045) 3084158 3041912 3051921 3044136 3044149	BH Normita M. Cruz
Baliuag	GF & 2F, AC Bldg., B.S Aquino Ave., Brgy. Tangos, Baliuag, Bulacan	(044) 766-1162 797-8871	AH Chelin Lea D. Nabong
Bocaue	Oro Villas 2, No. 229 Mc Arthur Highway, Brgy. Wakas, Bocaue, Bulacan	(044) 769-1644/ 769-1478	BH Venice S. Alonzo
Dau	G/F & 2/F, Puregold Dau Bldg., McArthur Hiway, Dau, Mabalacat City, Pampanga	(045) 649-1799	AH Evelyn M. Miclat
Malolos	G/F & 2/F N-4 Bldg., The Cabanas, McArthur Highway, Brgy. Longos, Malolos City, Bulacan	(044) 896-3325/ 896-3327	BH Francisco Paquito L. Lescano
Meycauayan	2/F, Esperanza Mall, McArthur Highway, Brgy. Calvario, Meycauayan City, Bulacan	(044) 228-5886/ 228-6020/ 228-5872	AH Hilario A. Ribuyacao
Olongapo	Wung Chun Kar Bldg., 35 Gordon Ave., Brgy. Pag-asa, Olongapo City, Zambales	(047) 223-5201/ 222-0143	BH Marites A. Dalope

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SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Pampanga	SSS Bldg., Brgy. Maimpis, San Fernando City, Pampanga	(045) 861-3176/ 861-3178 861-3175	BH Albina Leah C. Manahan
San Jose Del Monte	Starmall San Jose Del Monte, Quirino Highway corner Kaypian Rd., Brgy. Kaypian, San Jose Del Monte, Bulacan	(044) 797-0394/ 769-2709/ 769-2743	BH Hanna A. Sombillo
Sta Maria	NEM Bldg., Gov. Fortunato Halili Ave., Brgy. Bagbagin, Sta. Maria, Bulacan	(044) 815-0898	AH Mylene Siapno
Guagua Service Office	GF, Guagua Town Center, Olongapo Road, Brgy. San Matias, Guagua, Pampanga	(045) 6495496	Acting SSO III Aileen S. David
Robinsons Starmills Service Office	Robinsons Starmills Pampanga, Brgy. San Jose, San Jose Fernando City, Pampanga	+63 (045) 3001013	Acting SSO III Julieta T. Dizon
SM Pampanga Service Office	SM City Pampanga, JASA Road, Brgy. San Jose, San Fernando City, Pampanga	0999424520	Acting SSO III Joann M. Cabusi
LUZON SOUTH 1 DIVISION			
Office of the Division Head	SSS Bldg., Balagtas Blvd., corner Paulino St. San Pablo City	(049) 562-0324/ 562-5922/ 562-7056	VP Edwin S. Igharas
Bacoor	Jolly Home Apartelle, Aguinaldo Highway corner Coastal Road, Talaba 7, Bacoor City	(046) 472-2368/ 472-2319/ 472-2246/ 472-2134/ 417-7524	BH Josephine S. Hipolito
Biñan	3rd Level, Central Mall Biñan, Malvar St., San Vicente, Biñan, Laguna	(049) 511-6757 to 58	BH Roberto S. Pagayunan
Calamba	SSS Bldg., National Highway, Brgy. Parian, Calamba City, Laguna	(049) 545-6589/ 545-6860/ 545-9663	VP Edwin S. Igharas
Carmona	2/F Remington Plaza, Governor's Drive, Brgy. 8 (pob.), Carmona, Cavite	(046) 413-0683	AH April S. Baje
Dasmariñas	2/F Centro Mall, Annex, Km.28, Salitran Road cor. Aguinaldo Highway, Brgy. Salitran II, Dasmariñas City, Cavite	(046) 416-6170	AH Celedonio V. Valdez
SM Bacoor Service Office	Level 3, Government Service Express, SM City Bacoor, Bacoor City, Cavite	416-2238	Acting SSO III Irene R. Ramirez
Robinsons Place Dasmariñas Service Office	GF, Robinsons Place Dasmariñas, Gen. Emilio Aguinaldo Highway cor. Governor's Drive, Sampaloc, Dasmariñas, Cavite	(046) 489-3874	SSO III Annabel E. Decena
Candelaria Service Office	Candelaria Municipal Bldg., Candelaria, Quezon	(042) 782-1244	Sr. Analyst Erwin M. Mauban
Gumaca Service Office	R. Alvarez Bldg., No. 13 Tañada St., Brgy., Pipisik, Gumaca, Quezon	(042) 717-6925	SSO III Jonathan R. Vallesteros
Los Baños Service Office	Upper GF, Olivarez Plaza Mall Bldg., Los Baños, Laguna	(049) 530-8993	Acting SSO III Neil D. Novillos
Siniloan Service Office	Temprosa Bldg., Bagong Barangay, Siniloan, Laguna	(049) 559-5522	Acting SSO III William P. Quebrata
LUZON SOUTH 2 DIVISION			
Office of the Division Head	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185/ 723-3873-74/ 702-6933	AH Atty. Alejandro T. Diaz
Batangas	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185/ 723-3873/ 723-3874	AH Tiffany B. Lobo

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SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Calapan	Aqua Tierra One Bldg., Roxas Dr., Brgy. Sto. Niño, Calapan City, Oriental Mindoro	(043) 288-2267/ 286-7133/ 288-2427	BH Imelda G. Familiaran
Lemery	Xento Mall, Illustre Avenue, Brgy. Malinis, Lemery Batangas	(043) 318-2623/ 318-2470	BH Jessica M. Agbay
Lipa	G/F & 2/F , The Only Place Business Center, Brgy. Marawoy, Lipa City	(043) 756-7507/ 757-1365/ 756-1953	BH Joseph Pedley V. Britanico
Odiongan	FLH Promenade Suite, Plaridel St., Sitio Cocoville, Brgy. Dapawan, Odiongan, Romblon	(042) 5675114 (BH)	AH Maria Anne B. Candelaria
Puerto Princesa	GF, Grandway Bldg., Eastville City Walk, San Pedro, Puerto Princesa City, Palawan	(048) 433-7147 433-7148 433-1671 (BH)	BH Abdultalib A. Abirin
San Jose, Occ. Mindoro	2F, Balmes Bldg., Diego Silang St., Brgy. 5, San Jose, Occidental Mindoro	(043) 4570093	BH Joey G. Monte De Ramos
Bongabong Service Office	Atienza Bldg., P. Burgos cor. Mabini Sts., Brgy. Poblacion, Bongabong, Oriental Mindoro	(043) 283-5110	Acting SSO III Ryan A. Lubos
Balayan Service Office	2F, New Public Market Plaza, Mabini St., Balayan, Batangas	(043) 9211354	Acting SSO III Michael Ian O. Mission
Nasugbu Service Office	Municipal Hall Bldg., Escalera St., Nasugbu, Batangas	(043) 740-7973	Acting SSO III William T. Ballelos
LUZON BICOL DIVISION			
Office of the Division Head	SSS Bldg., Concepcion, Pequeña, Naga City	(054) 250-8120	VP Elenita S. Samblero
Daet	Ching Bldg., Merchant St., Central Plaza Complex, Brgy. Lag-on, Daet, Camarines Norte	(054) 571-2764	BH Ermina Maria P. Robredo
Iriga	Cerillo Bldg., No. 272 National Highway, Brgy. San Nicolas, Iriga City, Camarines Sur	(054) 456-0876/ 299-2530	BH Maria Janeth H. Ebuenga
Legazpi	Morante Bldg., Imperial Court Subd., Phase II, Brgy. 23 (Imperial Court Subd.), Legazpi City	(052) 201-2700/ 201-4902/ 480-7074/	BH Jogar B. Tosoc
Masbate	G/F & 2/F KLM De Luna Bldg., 30 Mabini St., Brgy. Centro (Pob.), Masbate City	(056) 588-0711/ 333-3499	AH Donald R. Dalanon
Naga	SSS Bldg., Concepcion, Pequeña, Naga City	(054) 472-9791/ 472-5932	BH Claribel L. Rebueno
Tabaco	J. Spazio Bldg., Ziga Ave., Brgy. Tagas, Tabaco City	(052) 487-5333/ 830-3092	BH Susana N. Malubag
Virac	P. Arajo Commercial Building, Cavinitan, Virac, Catanduanes	09483922003	AH Rene S. Quiñones
Ligao Service Office	2F, Ligao Municipal Hall Bldg., Mckinley St., Brgy. Guilid, Ligao City	(052) 742-4175	Acting SSO III Ave M. Loria
Robinsons Place Naga Service Office	3F, Lingkod Bayan Center, Robinsons Place Naga, Roxas Ave. cor. Almeda Highway, Naga City, Camarines Sur	09177517740	Acting SSO III Rene Hector L. Villareal
Goa Service Office	Uy Bldg., Scout Fuentabella St. Goa, Camarines Sur	(054) 881-9094/ 881-9451	AH Maria Theresa D. Amador
VISAYAS			
Office of the Group Head	3F, SSS Bldg., Brgy. Kalubihan Osmeña Boulevard, Cebu City	(032) 253-1085/ 239-6248	SVP Helen C. Solito
VISAYAS CENTRAL 1 DIVISION			
Office of the Division Head	3F, SSS Bldg., Osmeña Boulevard, Cebu City	(032) 253-1085/ 239-6248	VP Alberto L. Montalbo

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SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Bogo	Osing Bldg., Sim Bogo Business Park, P. Rodriguez St., Brgy. La Purisima Concepcion, Bogo City, Cebu	(032) 434-8692/	BH William P. Penserga
Cebu	SSS Bldg., Brgy. Kalubihan Osmeña Boulevard, Cebu City	(032) 505-9301	BH Eric A. Coronado
Cebu – (NRA)	3F, Lingkod Pinoy, Robinsons Galleria Cebu, General Maxilom Avenue cr. Osmeña Blvd., North Reclamation Area, Cebu City	(032) 255-0705	BH Maria Judy G. Go
Danao	2F, City Mall Danao, Cebu, Oliver St. Ext., cor F. Ralota St., Poblacion, Danao City, Cebu	(032) 340-9200	BH Rocelyn F. Duay
Lapu-Lapu	G/F Annex Bldg. Gaisano Mactan Island Mall, Brgy. Pajo, Lapu-lapu City, Mactan	(032) 341-1004	AH Sheila Marie V. Abad
Manduae	3F, J. Centre Mall, A.S. Fortuna St., Brgy. Bakilid, Mandaue City, Cebu	(032) 346-4983	BH Gemma C. Caberte
Tagbilaran	2F, Galleria Luisia Bldg., Gov. Celestino Gallares St., Brgy. Poblacion 2, Tagbilaran City, Bohol	(038) 412-3934	BH Alieta I. Basubas
Talisay	2F, Rosalie Bldg., Gaisano Grand Fiesta Mall, Highway, Brgy. Tabunok, Talisay City, Cebu	(032) 520-7234	BH Maria Cleotilda O. Cabañero
Toledo	2F, TE Bldg., Diosdado Macapagal Highway, Sangi, Toledo City, Cebu	(032) 467-9644	AH Salvador C. Majait Jr.
SM Cebu Service Office	SM Cebu, Juan Luna Ave., Ext., Cebu City, Cebu	(032) 340-8060	SSO III Rosario Connie Moring
Poro (Camotes Island) Service Office	GF, Porp Public Market, Brgy. Eastern Poblacion, Poro, Camotes Island, Cebu	09302966329	Acting SSO III Riza E. Saberon
SM Consolacion Service Office	2F, Government Service Express, SM City Consolacion, North Rd., Brgy. Lamac, Consolacion, Cebu	(032) 261-1025	Acting SSO III Irish L. Magdadaro
Talibon Service Office	2F, Talibon, Municipal Hall, Brgy. Poblacion, Talibon, Bohol	(038) 515-1037	Acting SSO III Marife B. Amora
VISAYAS CENTRAL 2 DIVISION			
Office of the Division Head	Yuvallos Bldg., Veloso St., Punta, Ormoc City, Leyte	(053) 255-4658/ 255-5241	BH Porferio A. Salidaga, Jr.
Calbayog	PNB Bldg., Maharlika Highway, Obrero Calbayog City, Western Samar	(055) 209-2738	AH Dario C. Tan
Catbalogan	Noyden Bldg., San Bartolome St., Brgy. 7, Catbalogan, City, Western Samar	09178229106	BH Aileen A. Olan
Maasin	JQD Bldg., Kangleon St., Brgy. Manhatan (pob.), Maasin City, Southern Leyte	(053) 570-8551/ 381-2117	AH Roselyn P. Pilapil
Ormoc	GF, Yuvallos Bldg., D. Veloso Ave. Brgy. Punta, Ormoc City, Leyte	(053) 561-2476/ 255-4658	AH Gregorio S. Baroza
Tacloban	G/F and 2/F Caroline Cordiel Bldg., 103 Lopez Jaena St., cor. M.H. Del Pilar St., Brgy. 2, Tacloban City	(053) 832-1160	BH Lilibeth A. Cajucom
Catarman Service Office	RBVD Bldg., cor. JP Rizal and Quirino Sts., Brgy. JP Rizal, Catarman, Northern Samar	(055) 251-8069	Acting SSO III Herminia T. Lusara
Borongan Service Office	Lupos Bldg., Real St., Brgy. Songco, Borongan, Eastern Samar	(055) 560-8007	Acting SSO III Mary Grace R. Mutia
Baybay Service Office	GF, Baybay City Legislative Bldg., Ramon Magsaysay Ave., Brgy. Poblacion Zone 9, Baybay, Leyte	09854572679/ 09270073813/ 09761778046	Acting SSO III Rhia Norren B. Fortaliza
Biliran Service Office	DA Bldg., Capitol Compound, Brgy. Calumpang, Naval, Biliran	(053) 500-8195	SSO III Dyanne A. Polancos

Final

SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Robinsons Place Ormoc Service Office	Lingkod Pinoy Center, Robinsons Place Ormoc, Lilia Ave., Brgy. Cogon, Ormoc City	(053) 561-2476/ 255-4658/ 09957786648	Acting SSO III Ronelito F. Suralta
VISAYAS WEST 1 DIVISION			
Office of the Division Head	SSS Bldg., Lacson St., Bacolod City, Negros Occidental	(034) 433-9434	VP Lilani B. Benedian
Bacolod	SSS Bldg., Lacson St., Brgy. 17 (Pob.), Bacolod City, Negros Occidental	(034) 433-2293/ 434-4749	AH Josephine P. Sombilla
Bacolod-East	East One Atrium Bldg. Burgos Ext., Brgy. Villamonte, Bacolod City, Negros Occidental	(034) 441-6599	BH Jane T. Gargoles
Bago	Topbrands Bldg., Rizal St., Brgy. Poblacion, Bago City, Negros Occidental	(034) 461-0910/ 732-8888	BH Emelia B. Solinap
Bais	Amorganda Bldg., National Highway, Talungon, Bais City, Negros Oriental	(035) 541-5361/ 402-3096	BH Lynlee-lu G. Dato
Dumaguete	MM Kho Bldg., Romero Highway, Brgy. Bagacay, Dumaguete City, Negros Oriental	(035) 225-4340/ 422-0134	BH Elisa M. Llavan
Kabankalan	GF, PPZ Enterprize-NZ Commercial Bldg., J.Y. Perez Ave., National Highway, Brgy. Talubangi, Kabankalan City, Negros Occidental	(034) 746-8130/ 471-2224	BH Brenda B. Cruz
Sagay	GF, Square and Circle's Bldg., Brgy. Old Sagay, Sagay City, Negros Occidental	(034) 488-0112/ 488-0270	BH Isaac P. Ciocon, Jr.
San Carlos, Negros Occ.	GF & 2F, BAYANILAJJ Bldg., cor. Broce Arizona St, Brgy. 4, San Carlos City, Negros Occidental	(034) 729-3928 312-5422	AH Mercedita B Celis
Victorias	G/F Redkey Bldg., Osmeña Ave., National Highway Brgy. 5 Victorias City, Negros Occidental	(034) 399-2953	AH Gerard T. Gonzales
La Carlota Service Office	2F, Annex Bldg., Agora Public Market, Valois St., Brgy. 2, La Carlota City, Negros Occidental	(034) 454-0106	Acting SSO III Maricel V. Bargo
Bayawan Service Office	Social Hall Bldg., Public Market, Brgy. Poblacion, Bayawan City, Negros Oriental	(035) 228-3670	SSO III Joan Marsha A. Cordova
Siquijor Service Office	Siquijor Provincial Business Center, Brgy. Poblacion, Siquijor, Siquijor	(035) 480-9019	Acting SSO III Judy D. Dogon
Robinsons Place Dumaguete Service Office	Robinsons Place Dumaguete City, Brgy. Calindagan, Dumaguete City	(035) 225-4340/ 422-0134	Acting SSO III Reger Manuel S. Tabaranza
Guihulngan Service Office	2F, Old Market Bldg., Brgy. Poblacion, Guihulngan, Negros Oriental	(035) 410-4188	SSO III Remilyn M. Besa-Blanco
VISAYAS WEST 2 DIVISION			
Office of the Division Head	GT Mall Plaza, MH Del Pilar, Molo, Iloilo City	(033) 330-2963/ 330-2961	BH Angelo O. Blancaver
Antique	Eagle's Place Dalipe Bldg., Trade Town Dalipe, Brgy. Funda-Dalipe, San Jose de Buenavista, Antique	(036) 540-8112	BH Phillip M. Lucero
Iloilo-Central	2F, GT Town Center, Brgy. Ungka II, Pavia, Iloilo	(033) 509-9828	BH Eva J. Cura
Iloilo-Molo	GT Mall Plaza, M.H. Del Pilar, Brgy. Poblacion Molo, Iloilo City, Iloilo	(033) 330-2963	BH Angelo O. Blancaver
Kalibo	GF & 2F, Casa Constancia Bldg., Roxas Ave. Ext., Brgy. Andagao, Kalibo, Aklan	(036) 500-8360	BH Lea T. Hilot

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SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Roxas	City Mall Roxas Annex Bldg. Arnaldo Blvd., Brgy. Baybay, Roxas City, Capiz	(036) 621-0611/ 522-3839	BH Rene Moises G. Gonzales
Guimaras Service Office	Capitol Grounds, Brgy. San Miguel, Jordan Guimaras	09999941514	Acting SSO III Glecy D. Laurio
Passi Service Office	Passi Economic Enterprise, Brgy. Poblacion Ilawod, Passi City, Iloilo	(033) 311-6382	Acting SSO III Siegfried L. Ortiz, Jr.
Robinsons Place Iloilo Service Office	Robinsons Place Iloilo, cor. De Leon & Quezon Sts., Brgy. President Roxas, Iloilo City	(033) 335-5424	Acting SSO III Ruth S. Inquit
Boracay Service Office	2F, Barangay Hall, Brgy. Manoc-Manoc, Boracay Malay, Aklan	(036) 286-3401	Acting SSO III Alissa Marie S. Franco
MINDANAO			
MINDANAO NORTH DIVISION			
Office of the Group Head	SSS Bldg., J.P. Laurel Ave., Bajada, Davao City	(082) 222-3023	SVP Edwin M. Alo
Office of the Division Head	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City	(088) 858-3792/ 350-3531/	BH Antonio G. Fabia
Butuan	Rudy Tiu Bldg., A.D. Curato St., Brgy. Rajah Soliman Pob. (Brgy. 4) Butuan City, Agusan del Norte	(085) 305-1003/ 817-1806	BH Perkins B. Calixtro
Cagayan De Oro	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 350-3529 350-3530	CAH Ira Levin A. Filoteo
CDO-Lapasan	G/F Market City and East Bound Integrated Terminal, Agora, Lapasan, Cagayan De Oro	(088) 880-7024/ 880-7025	BH Valentine V. Aunzo
Gingoog	2F, Moreno Bldg., Dona Graciana St., Brgy. 22-A, Gingoog City, Misamis Oriental	(088) 861-0636/ 861-0308	AH Razel P. Tayo
Iligan	GF, Hing Ramiro Bldg., No. 2, Purok 6, Isabel Ramiro St., Tambo, Brgy. Hinaplanon, Iligan City, Lanao Del Norte	(063) 221-5248/ 221-5374/ 221-6179/ 221-2988	AH Jose Roel J. Herbierto
Oroquieta	Oroquieta Town Center, Brgy. Canubay, Oroquieta City, Misamis Occidental	(088) 531-1210	AH Pamela G. Clarete
Ozamis	Grandway Bldg., Don Anselmo Bernard Ave., Brgy. Catadman-Manabay, Ozamis City, Misamis Occidental	(088) 521-0441/ 521-3396 to 97	BH Liza J. Lumantas
San Francisco, Agusan	Alexander Bldg., Purok IV, Brgy. Hubang, San Francisco, Agusan del Sur	+63 9774905731	AH Maria Flor V. Montil
Surigao	Parkway Building., Km. 2 National Highway, Brgy. Luna, Surigao City, Surigao del Norte	(086) 231-7033	BH Arnold O. Pepino
Tandag	Pimentel Bldg., Donasco St., Brgy. Bagong Lungsod (Pob.), Tandag City, Surigao del Sur	(086) 211-3718	BH Benigno J. Dagani Jr.
Valencia	Level 2, Robinsosn Place Valencia, Sayre Highway, Brgy. Bagontaas, Valencia City, Bukidnon	(088) 828-0275/ 222-3748	BH Jose Roel J. Herbierto
Camiguin Service office	DR 1-3, LGU Gymnasium, Brgy. Poblacion, Mahinog, Camiguin	(088) 387-2099/ 387-2070	AH Eva L. Tuanzon
MINDANAO SOUTH 1 DIVISION			
Office of the Division Head	SSS Bldg., J.P. Laurel Ave., Bajada, Davao City	(082) 222-3148	VP Mary Ellen A. Estoque
Bislig	Natalio Plaza Bldg., Espiritu St., Brgy. Mangagoy, Bislig City, Surigao Del Sur	(086) 853-2334 853-2333 853-4126	BH Romeo D. Albar Jr.
Davao	SSS Bldg., J.P. Laurel Ave., Brgy. 20-B (Pob.), Davao City, Davao Del Sur	(082) 222-6810/ 221-3575/	AH Alnora Y. Presbitero

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SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
		221-3493/ 221-3536	
Davao-San Pedro	GF, Oakwood Pines Acreage Corporation Bldg., San Pedro St., Brgy. 3-A, Davao City, Davao Del Sur	(082) 224-2167 224-6595	BH Maren Eeman W. Estrella
Digos	Rebecca Sy Bldg., Lapu-Lapu Ext., Brgy. Zone 3 (Pob.),Digos City, Davao del Sur	(082) 553-7343/ 553-5658	BH Siarina S. Piatos
Mati	Old NIA Bldg., Limatoc St., Brgy. Matiao, Mati City, Davao Oriental	(087) 388-4585 388-3754 811-1448	AH Sharon M. Porlares
Panabo	GF & 2F, Marcel Bldg., National Hiway, Brgy. San Francisco, Panabo City	(084) 628-4037/ 628-4091	AH Hildebrando S. Ortega
Tagum	Level 2, Gaisano Grand Mall, Apokon Road, Brgy. Apokon, Tagum City, Davao del Norte	(084) 400-1035/ 218-1102	AH Imelda A. Guerra
Toril	GF, Gaisano Grand Mall-Toril, Saavedra St., Toril, Davao City	(082) 291-0156/ 291-0012/ 291-1761	BH Jocelyn T. Gopo
NCCC Mall Buhangin Service Office	3F, NCCC Mall Buhangin, Mandug-Tigatto Road, Brgy. Buhangin (Pob.), Davao City, Davao Del Sur	0916-233-1446	Acting SSO III Wil Anthony C. Anacleto
NCCC Centerpoint Service Office	GF, NCCC Centerpoint, Brgy. Matina Crossing, Toloma, Davao City	09432374650	SSO III Fe T. Quibin
Robinsons Place Tagum Service Office	Robinsons Place Tagum, Tagum City, Davaol Del Norte	09988403682	AH Janet Cambangay
Calinan Service Office	Calinan Municipal Hall, Brgy. Calinan, Davao City	(082) 295-0491	Acting SSO III Marilou C. Pandi
MINDANAO SOUTH 2 DIVISION			
Office of the Division Head	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City	(083) 554-5754/ 554-5751 to 52	BH Monique S. Alcantara
Cotabato	S.T. Lim Holdings, Inc., Bldg., Makakua St., Brgy. Poblacion, Cotabato City	(064) 421-8289	AH Orly C. Mabinay
General Santos	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City	(083) 554-5754/ 554-5751 to 52/ 552-8098	BH Monique S. Alcantara
Kidapawan	GF, ROMA Bldg., Quezon Blvd., Brgy. Poblacion, Kidapawan City, North Cotabato	(064) 278-3384/ 288-1580	AH Gerry G. Blancaflor
Koronadal	2F, Gaisano Grand Mall, Gen. Santos Drive, Brgy. Sto. Nino (Bo. 2), Koronadal City, South Cotabato	(083) 822-0916 to 18	AH Jose Froilan M. Garcia
Tacurong	GF & 2F, Gensan Amicitia Realty Devt. Corp. Bldg., Lapu-Lapu St., Brgy. Poblacion, Tacurong, Sultan Kudarat	(064) 477-0164/ 200-3338	OIC Roald S. Camilon
Robinsons Place Gen San Service Office	Robinsosns Place, Genn. San. J Catolico Sr. Ave., Brgy. Lagao, General Santos City	0923-5659580	AH Elvie L. Sano
Sarangani Service Office	GF, Old Capitol Bldg., Sarangani Provincial Capitol Compound, Alabel, Sarangani Province	(083) 508-0058/	Acting SSO III Roger B. Lozada
Polomolok Service Office	GF, LGU-Polomolok Municipal Gymnasium, Polomolok South Cotabato	0933-8777852	Acting SSO III Dolores B. Fredeluces
MINDANAO WEST DIVISION			
Office of the Division Head	PHIDCO Bldg., Veterans Ave., Zamboanga City	(062) 991-0118/ 991-0624	BH Irene D. Laxamana
Dipolog	Ramos Bldg., Rizal Ave., Brgy. Central (Pob.), Dipolog City, Zamboanga Del Sur	(065) 212-2518/ 212-4834	BH Vincent O. Trani

Final

SSS OFFICE	ADDRESS	TELEPHONE NUMBER	HEAD
Ipil	Chiong Bldg., Brgy. Poblacion, Ipil, Zamboanga Sibugay	(062) 333-2295/ 333-2498	BH Marnelli T. Pastofirde
Pagadian	Ancajas Bldg., Sanson Street, San Francico, Pagadian City, Zamboanga del Sur	(062) 214-1633/ 214-1819/ 215-1160	BH Edwin A. Remoto
Zamboanga	PHIDCO Bldg., Veterans Ave., Brgy. Camino Nuevo, Zamboanga City	(062) 993-0418/ 991-2007/ 991-1475	AH Irene D. Laxamana
Basilan Service Office	NFK Bldg., Sunrise Village, Isabela City, Basilan	(062) 200-3432	Acting SSO III Mark Noel D. Mijares
Jolo Service Office	Sulu Masonic Bldg., Bus-Bus St.,Brgy. Walled City (Pob.), Jolo Sulu	(085) 341-8911 loc. 2356	AH Shermina E. Sawadjaan
Tawi-Tawi Service Office	GF, Nationwide Telephone Systems Inc. Bldg, National Road, Brgy. Tubig-Boh, Bongao, TawiTawi	(068) 268-1001	Acting SSO III Ummayra S. Hamdan
Zamboanga Ecozone	GF, ADM Bldg., Zamboanga City Special Economic Zone, Brgy. San Ramon, Zamboanga City	(062) 984-0758	Acting SSO III Carlos Rodrigo O. Balbon
SSS PROCESSING CENTERS			
Naga PC	3 rd floor, SSS Bldg. Concepcion, Pequena, Naga City	0943613122	Ms. Jazmin E. Jamuat
Cebu PC	3 rd floor, SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu	VOIP 6008	DM III Maria Teresa L. Gelbolingo
Iloilo PC	City Mall, Ungka, Pavia, Iloilo City.	09199922463	DM Mercy S. Nobleza
Cagayan De Oro PC	3 rd floor, SSS Bldg., Ferrabel St., Cagayan De Oro City	09177710504	DM III Marilyn O. Tamayo
Davao PC	SSS Bajada , Brgy Buhangin, Davao City po	09329619758	DM III Jeanette A. Makigangay
Zamboanga PC	SSS Zamboanga Branch, Citymall, Don Alfaro St., Tetuan, Zamboanga City	09178122880	SSO IV Ryna R. Faustino

Jmelo

SOCIAL SECURITY SYSTEM
DISTRIBUTION OF PHOTOCOPYING MACHINES
MAIN OFFICE AND MAKATI BLDG

OFFICE/DEPARTMENT	NO. OF MEDIUM-END UNITS
SSS MAKATI BUILDING	
COMMISSION LEGAL	2
COMMISSION SECRETARIAT	3
OFFICE OF THE DEPUTY AND COMMISSION CLERK	1
GROUND FLOOR	
CASH MANAGEMENT DEPT.	2
LIQUIDITY MGT. & BANK DEPOSIT DEPT. (LMBDD)	1
SECURITY AND SETTLEMENT CUSTODIAN DEPT. (SSCD)	1
DATA CENTER OPERATIONS DEPT./ IT RESOURCE MGT. DEPT. (DCOD/ITRMD)	1
HEALTH CARE DEPT. (HCD)	1
IDENTITY MGT. DEPT. (IDMD)	1
MEMBER SERVICES DIV. / MCAD	1
MEMBER SERVICES DIV. / MED	1
MEMBER SERVICES DIV. / MESD	1
MEDICAL OPERATIONS DEPT. (MOD)	1
NCR OPERATIONS GROUP (OSVP)	1
NETWORK AND COMMUNICATIONS DEPT. (NCD)	1
IT SUPPORT SERVICES DIVISION (ITSSD)	1
INFORMATION TECHNOLOGY MGT. GROUP (ITMG SVP)	1
ITMG (NCD)	1
OSD – WAREHOUSE	1
SECURITY DEPARTMENT	1
TREASURY DIVISION	1
2 ND FLOOR	
ADMINISTRATION GROUP (OSVP)	1
BAC SECRETARIAT DEPT.	2
BRANCH EXPANSION & MGT. SERVICES DEPT. (BEMSD)	1
BRANCH SYSTEMS & PROCEDURE DEPT. (BSPD)	1
CONTRACT MGT. DEPT.	1
ENGINEERING AND FACILITIES MGT DEPT.(EFMD)	1
GENERAL SERVICES DIVISION	1
OFFICE SERVICES DEPT. (OSD)	2
PROCUREMENT MGT. DIVISION	1
PROCUREMENT & PLANNING DEPT.	2
3 RD FLOOR	
INTERNAL OPERATIONS GROUP (IOG)	1
RECORDS ARCHIVING & SERVICING DEPT. (RASD)	2
4 TH FLOOR	
COMMISSION ON AUDIT (COA)	1
SPECIAL INVESTIGATION DEPT.	1
LEGAL & ENFORCEMENT GROUP (LEG)	1
LITIGATION DEPARTMENT	1
GOVERNANCE & ADMIN. ADJUDICATION DEPARTMENT	1
5 TH FLOOR	

OFFICE/DEPARTMENT	NO. OF MEDIUM-END UNITS
LENDING & ASSET MGT. DIV./AMG/AMD (ROPA)	1
MEMBER LOANS DEPT. (MLD)	1
BRANCH ACCOUNTING DEPT. (BRAD)	1
GENERAL ACCOUNTING DEPT. (GAD)	1
CONTROLLERSHIP GROUP/FINANCIAL AND BUDGET DIV. (FBD)	1
BUDGET DEPT.	1
BUSINESS AND DEVELOPMENT LOANS DEPT. (BDLD)	1
6TH FLOOR	
ACTUARIAL SERVICES DIV.	1
CORPORATE POLICY AND PLANNING DEPT. (CPPD)	1
OFFICE OF THE PRESIDENT AND CEO (OPCEO)	1
MANAGEMENT SERVICES DEPT. (MSPD)	1
EQUITIES DEPT.	1
COMMISSION SECRETARIAT	1
7TH FLOOR	
OFFICE OF THE CHAIRMAN	1
OFFICE OF THE COMMISSIONER (AGUILAR)	1
OFFICE OF THE COMMISSIONER (ARGEL)	1
OFFICE OF THE COMMISSIONER (MENDOZA)	1
OFFICE OF THE COMMISSIONER (LAGUESMA)	1
OFFICE OF THE COMMISSIONER (DE CLARO)	1
CORP. BONDS AND LOANS DEPT.	1
LUZON OPERATIONS GROUP	1
INVESTMENTS SECTOR	1
VISMIN LARGE ACCOUNT DEPT.	1
8TH FLOOR	
OFFICE OF THE COMMISSIONER (SALE)	1
OFFICE OF THE COMMISSIONER (ARCOS)	1
PERFORMANCE MGT. & EMPLOYEE RELATIONS DEPT. (PMERD)	1
LEARNING & DEVELOPMENT DEPT. (LDD)	1
EMPLOYEE SERVICES DEPT. (ESD)	2
ORGANIZATIONAL PLANNING & STAFFING DEPT. (OPSD)	1
ESD - PROVIDENT FUND	1
EVP – BRANCH OPERATIONS SECTOR	1
NCR NORTH DIVISION	1
BRANCH SUPPORT SERVICES DEPT. (BSSD)	1
9TH FLOOR	
ACCREDITATION DEPT.	1
BENEFITS OVERSIGHT & REVIEW DEPT. (BORD)	1
INVESTMENTS ACCOUNTING DEPT. (IAD)	2
INVESTMENTS RESEARCH AND SUPPORT DEPARTMENT	1
IT GOVERNANCE & STANDARDS DEPT. (ITGSD)	1
OPERATIONS ACCOUNTING DIV. (OAD)	1
BENEFITS ADMINISTRATION DIV. (BAD)	1
10TH FLOOR	
CONTRIBUTIONS ACCOUNTING DEPT. (CAD)	2
INTERNAL AUDIT SERVICE GROUP (IASG)	1
CORP. COMMUNICATIONS DEPT. (CCD)	1
MEDIA AFFAIRS DEPT.	1
PROFESSIONAL SECTOR DEPT.	1
STRATEGIC DECISION & TECHNICAL SUPPORT DEPARTMENT	1
11TH FLOOR	
NCR EAST LEGAL	2

OFFICE/DEPARTMENT	NO. OF MEDIUM-END UNITS
NCR WEST LEGAL	1
SE/VM – DILIMAN PC	1
MANUAL VERIFICATION – DILIMAN PC	2
PENSIONS ADMINISTRATION DEPARTMENT	1
12TH FLOOR	
CENTRAL PROCESSING GROUP (CPG)	1
HBLD/HAAMS/HAAMD	1
MEMBERSHIP – DILIMAN PC	1
ACTUARIAL AND RISK MGT. GROUP	1
DILIMAN – PC	1
ACCOUNT MGT. GROUP (OSVP)	1
TOTAL:	108

**SOCIAL SECURITY SYSTEM
DISTRIBUTION OF PHOTOCOPYING MACHINES
BRANCHES**

BRANCH/OFFICE	NO. OF MEDIUM-END UNITS
NCR NORTH DIVISION	
Batasan Hills	2
Congressional	2
Cubao	2
Deparo	1
Diliman	5
Eastwood	1
Fairview	2
Kalookan	4
Malabon	2
Navotas	1
North Caloocan (Service Office)	1
Novaliches	2
Paso de Blas	1
San Francisco Del Monte	2
Valenzuela	3
OSD – Transportation Team	1
NCR EAST DIVISION	
NCR East Division (OVP)	1
Antipolo	2
Mandaluyong-Shaw	1
Marikina	2
Marikina - MOD	1
Marikina-Malanday	1
NCR East Division (OVP)	1
New Panaderos	3
Ortigas	1
Pasig-Mabini	1
Pasig-Pioneer	2
Pasig-Rosario	1
Pasig-PC	2
San Juan	2
Tanay	1
NCR East - Legal	1
NCR WEST DIVISION	
NCR West Division (OVP)	1
Binondo	2
Legarda	2
Manila	2
Pasay-Roxas	2
Pasay-Taft	2
Sta. Mesa	1
Tondo	1
Welcome	2
NCR SOUTH DIVISION	
NCR South Division (OVP)	1
Alabang-Muntinlupa	2
Alabang-Zapote	1
Bicutan - Sun Valley	1
Las Pinas	2

BRANCH/OFFICE	NO. OF MEDIUM-END UNITS
Makati - Chino Roces	3
Makati – Gil Puyat	2
Makati - Guadalupe	1
Makati – JP Rizal	2
Makati-PC	1
Paranaque	2
Paranaque - Tambo	1
Taguig	2
Taguig - Gate 3	1
NCR South - Legal	1
LUZON NORTH 1 DIVISION	
Luzon North 1 Division (OVP)	1
Agoo	1
Baguio (Admin, MSS, and Medical Operations)	3
Bangued	1
Bontoc	1
Candon	1
La Trinidad	1
La Union	2
La Union-PC	2
Laoag	2
Vigan	1
Luzon North 1 - Legal	1
LUZON NORTH 2 DIVISION	
Luzon North 2 Division (OVP)	1
Cauayan	1
Ilagan	1
Santiago, Isabela	1
Solano	2
Tuguegarao	2
Luzon North 2 – Legal Dept.	1
LUZON CENTRAL 1 DIVISION	
Luzon Central 1 Division (OVP)	1
Alaminos	1
Balanga	2
Baler (Aurora)	1
Cabanatuan	3
Camiling	1
Dagupan	3
Dagupan-PC	1
Iba	2
Mariveles (BEPZ)	1
San Carlos, Pangasinan	1
San Jose, NE	1
Tarlac	3
Tarlac - HAAMD	1
Tarlac-PC	4
Tarlac – Medical Operations	1
Urdaneta	2
Luzon Central 1 – Legal	1
Luzon Central 1 - RASD	1
LUZON CENTRAL 2 DIVISION	
Luzon Central 2 Division (OVP)	1
Angeles	2

Amel's

BRANCH/OFFICE	NO. OF MEDIUM-END UNITS
Baliuag	2
Bocaue	1
Dau	2
Malolos	2
Meycauayan	2
Olongapo	2
Pampanga	3
San Jose Del Monte	1
Sta. Maria	2
Luzon Central 2 – Legal Dept.	1
LUZON SOUTH 1 DIVISION	
Luzon South 1 Division (OVP)	1
Bacoor	2
Biñan	2
Calamba	2
Carmona	2
Dasmariñas	1
Infanta	1
Lucena	2
Rosario (EPZA)	2
San Pablo	2
San Pablo-PC	1
San Pedro	1
Sta. Cruz	1
Santa Rosa	1
Tagaytay	2
Luzon South 1 - Legal	1
Luzon South 1 - RASD	1
Luzon South 1 - HAAMD	1
LUZON SOUTH 1 DIVISION	
Luzon South 2 Division (OVP)	1
Batangas	2
Boac	1
Calapan	1
Lemery	1
Lipa	2
Odiongan	1
San Jose, Occ. Mindoro	1
Puerto Princesa, Palawan	2
Luzon South 2 - Legal	1
LUZON BICOL	
Luzon Bicol Division (OVP)	1
Daet	1
Goa (Service Office)	1
Iriga	1
Legazpi	2
Ligao (Service Office)	1
Masbate	1
Naga	2
Naga-PC	1
Sorsogon	2
Tabaco	1
Virac	1
Luzon Bicol – Legal	1

Amel's

BRANCH/OFFICE	NO. OF MEDIUM-END UNITS
Luzon Bicol – RASD	1
VISAYAS CENTRAL 1 DIVISION	
Visayas Central 1 Division (OVP)	2
Bogo	1
Cebu	4
Cebu – North Reclamation Area (NRA)	1
Cebu-PC	3
Danao	1
Lapu-Lapu	2
Mandaue	2
Tagbilaran	2
Talisay	1
Toledo	1
Visayas Central 1- Legal	1
Visayas Central 1- RASD	1
VISAYAS CENTRAL 2 DIVISION	
Visayas Central 2 Division (OVP)	1
Calbayog	1
Catbalogan	1
Maasin	1
Ormoc	3
Tacloban	2
VISAYAS WEST 1 DIVISION	
Visayas West 1 Division (OVP)	1
Bacolod	3
Bacolod – Medical Operations Section	1
Bacolod-East	1
Bago	2
Bais	2
Dumaguete	2
Kabankalan	2
Sagay	1
San Carlos, Negros Occidental	1
Victorias	1
Bacolod - HAAMD	1
Visayas West 1 – Legal	1
Visayas West 1 – RASD	1
VISAYAS WEST 2 DIVISION	
Visayas West 2 Division (OVP)	1
Antique	1
Kalibo	2
Iloilo-Central	2
Iloilo - Molo	2
Iloilo - PC	2
Iloilo - MOD	1
Roxas	2
Visayas West 2 - Legal	1
MINDANAO NORTH DIVISION	
Mindanao North Division (OVP)	1
Butuan	2
Cagayan De Oro	4
Cagayan De Oro-Lapasan	1
Cagayan De Oro-PC	2
Cagayan De Oro - HAAMD	1

Amel

BRANCH/OFFICE	NO. OF MEDIUM-END UNITS
Camiguin Service Office	1
Gingoog	1
Iligan	1
Oroquieta	1
Ozamis	1
San Francisco, Agusan	1
Surigao	1
Tandag	2
Valencia	1
Mindanao North – Legal	1
Mindanao North – RASD	1
MINDANAO SOUTH 1 DIVISION	
Mindanao South 1 Division (OVP)	1
Bislig	2
Davao	5
Davao – Medical Operations	1
Davao-Ilustre	1
Davao-PC	2
Davao-HAAMD	2
Digos	2
Mati	1
Panabo	2
Tagum	3
Toril	2
Mindanao South 1 – Legal	1
Mindanao South – RASD	1
MINDANAO SOUTH 2 DIVISION	
Mindanao South 2 Division (OVP)	1
Cotabato	2
General Santos	4
Kidapawan	2
Koronadal	2
Tacurong	2
MINDANAO WEST DIVISION	
Mindanao West Division (OVP)	1
Basilan (Service Office)	1
Dipolog	2
Ipil	1
Jolo (Service Office)	1
Pagadian	2
Zamboanga	2
Zamboanga-PC	1
Mindanao West – RASD	1
TOTAL NO. OF UNITS (BRANCHES):	366

GRAND TOTAL:	474 units
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Final

