



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
Tel. Nos. (632)8924-7826*(632)8709-7198 loc. 2574/2572
E-mail: lease.ropaaad@sss.gov.ph
Website <https://www.sss.gov.ph>

Date: _____

Invitation to Submit Best Offer to Lease

FOR THE THREE (3)-YEAR LEASE OF NINETEEN (19) COMMERCIAL/INDUSTRIAL SSS-OWNED LOTS AT THE MANILA HARBOUR CENTRE THROUGH DIRECT NEGOTIATION MODE

1. The Social Security System (SSS), through the Recommending Authority (RA) for this Lease Project, is inviting interested Public and Private Sector Proponents (PSPs)/Prospective Lessees (PLs) for the proposed [3-year lease on an “as-is where-is” basis of SSS-owned Manila Harbour Centre \(MHC\) lots located in Tondo, Manila through Direct Negotiation Mode](#) to submit lease proposals with their best offer in accordance with the following terms and conditions:

Item	Property ID	Lot Area (sq.m.)	Minimum Rental Rate, VAT Exclusive (₱/sq.m.)	Minimum Monthly Rent for the 1 st Year, VAT Exclusive (₱/monthly)	Minimum Rent for the First Year of Lease, VAT Exclusive (₱)
A	Lot 10 Block 8	304.25	398.70	121,304.48	1,455,653.76
B	Lot 9 Block 18	419.48	398.70	167,246.68	2,006,960.16
C	Lot 10 Block 18	419.48	398.70	167,246.68	2,006,960.16
D	Lot 15 Block 18	506.00	420.30	212,671.80	2,552,061.60
E	Lot 13 Block 19	373.37	398.70	148,862.62	1,786,351.44
F	Lot 2 Block 20	469.73	398.70	187,281.35	2,247,376.20
G	Lot 3 Block 20	469.73	398.70	187,281.35	2,247,376.20
H	Lot 8 Block 20	469.42	398.70	187,157.75	2,245,893.00
I	Lot 9 Block 20	469.73	398.70	187,281.35	2,247,376.20
J	Lot 10 Block 20	551.00	420.30	231,585.30	2,779,023.60
K	Lot 2 Block 21	539.23	398.70	214,991.00	2,579,892.00
L	Lot 1 Block 18	1,200.00	420.30	504,360.00	6,052,320.00
M	Lot 5 Block 19	1,200.00	420.30	504,360.00	6,052,320.00
N	Lot 11 Block 20	1,200.00	398.70	478,440.00	5,741,280.00
O	Lot 12 Block 20	1,100.65	398.70	438,829.16	5,265,949.92
P	Lot 13 Block 20	1,101.00	398.70	438,968.70	5,267,624.40
Q	Lot 13 Block 21	1,105.55	398.70	440,782.79	5,289,393.48
R	Lot 14 Block 21	1,105.55	398.70	440,782.79	5,289,393.48
S	Lot 2 Block 16	2,458.40	398.70	980,164.08	11,761,968.96

The determination of the best offer shall be primarily based on the offered rental rate.

2. A Pre-Bid Conference will be conducted on **12 August 2025** at **2:00 p.m.** at the **SSS Executive Lounge**, SSS Main Building, East Avenue, Diliman, Quezon City, which shall be also be opened through online conference using Microsoft Teams, but attendance shall not be mandatory. Kindly e-mail us on or before **11 August 2025** through e-mail address lease.ropaaad@sss.gov.ph the following:
 - a. Name of the representative and e-mail address; and
 - b. Technical and administrative queries
3. All interested PLs can request for a clarification and/or make inquiries, which shall be in writing and should be received on or before **14 August 2025** through the physical address given below or through e-mail.
4. Bid Bulletin shall be posted in the SSS website and will also be sent to all PLs who attended the Pre-Bid Conference through e-mail.
5. Interested PLs shall submit their best offer/s by filling-up the Offer to Lease form and Application to Lease Investment Property form (ALIP) and copy of two (2) valid IDs of the duly authorized representative/s. Said forms must be signed by the PL or his/her/its duly authorized representative/s and forwarded in a sealed brown envelope addressed for the attention of:

DEPARTMENT MANAGER III
ROPA and Acquired Assets Department
5th Floor, SSS Building, East Avenue, Diliman, Quezon City

6. Interested PLs shall pay and present proofs of payment of the following fees:
 - a. Reservation fee equivalent to one (1) month offered rental rate inclusive of VAT; and
 - b. Processing fee equivalent to ₱1,000.00 per lease transaction/lot.
7. The Invitation to Submit Best Offer to Lease, Offer to Lease form and ALIP may be downloaded from the SSS website at under the **PROCUREMENT** tab, **Assets for Sale/Lease** section, **Assets for Lease** subsection.
8. Submission of the filled-up forms and proof of payments shall be on or before **01 September 2025** at **3:00 p.m.**
9. The Opening and Evaluation of Offers to Lease shall be on a working day immediately after the deadline of submission as stated above. Late submissions shall not be accepted.
10. The Opening and Evaluation of Offers to Lease will be conducted on **02 September 2025** at **2:00 p.m.** at the **SSS Executive Lounge**, SSS Main Building, East Avenue, Diliman, Quezon City, which shall also be opened through online conference using Microsoft Teams and will be recorded.
11. Offer/s to Lease with rental rates below minimum rental rate amount as stated in this invitation shall be disqualified.
12. The PL who submitted the best offer shall be notified within two (2) working days to submit within fourteen (14) calendar days the documentary requirements and submit plans, specifications and cost estimate of the proposed improvements on the property, if any. Failure of the PL to complete the required documents within the prescribed period shall be a ground for disqualification.

13. Documents submitted by the PL with the best offer shall then be subjected to the post-qualification process within five (5) working days.
14. If the PL who submitted the best offer is disqualified, his/her/its processing and reservation fees shall be forfeited and the SSS may proceed to consider the second-highest offer.
15. In case of tie between two (2) PLs, toss coin shall be resorted, to decide the highest offer. If a tie involves three or more PLs, "draw lots" shall be applied accordingly.
16. If the PL with the best offer passes the post-qualification, his/her/its lease proposal shall be recommended to the SSC or designated Approving Authorities for the approval of the award of lease.
17. If the PL with the best offer fails post-qualification due to misrepresentation, fraudulent acts, falsification, submission of spurious/fake documents or commission of an offense about the bidding process, or non-submission of Tax Clearance, the RA shall notify the PL of the results thereof and forfeit its reservation fee.
18. In case of post-disqualification of the best offer, the RA thru the proponent may notify the second highest offer for evaluation of his/her/its offer. If the second highest offeror fails the post qualification, the RA shall declare a failure of the best offer mode of selection and the Invitation to Submit Best Offer to Lease shall be republished and/or reposted to the SSS website and social media platforms for the conduct of the next best offer mode.
19. If no PL submits an Offer to Lease within the deadline, the remaining MHC lots that were not leased out shall be republished and/or reposted to the SSS website and social media platforms for the conduct of the next Direct Negotiation Mode.
20. References to the dates and times shall be based on Philippines Standard time. Should any of the above fall on a holiday, non-working day or suspended by authorities for whatever reason, the deadline shall be extended to the same of the immediately succeeding business day in Quezon City.
21. The SSS reserves the right to reject any and all application for qualification and eligibility found not in conformity with the relevant rules and policies set by SSS.

For further information, please refer to:

DEPARTMENT MANAGER III

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Email address: lease.ropaaad@sss.gov.ph

AR. CYRUS CAESAR D. LOZANO
Department Manager III
ROPA and Acquired Assets Department