



**SOCIAL SECURITY SYSTEM**

**PHILIPPINE BIDDING DOCUMENTS**

**Sixth Edition**

# **Procurement of GOODS**

**THREE (3) YEAR FLEET CARD PROGRAM  
FOR LUZON OPERATIONS GROUP  
(RE-ADVERTISEMENT)**

**ITB-SSS-GOODS-2025-050**

**Government of the Republic of the Philippines**

**JULY 2025**

A blue ink signature of Nancy M. Umoso, written in a cursive style.

**NANCY M. UMOSO**

**TWG Chairperson**

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# ***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***

W



***Invitation to Bid***  
**ITB-SSS-GOODS-2025-050**

**THREE (3) YEAR FLEET CARD PROGRAM FOR  
LUZON OPERATIONS GROUP  
(RE-ADVERTISEMENT)**

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
<b>₱ 36,236,374.00</b>  Broken down as follows:  Year 1 – ₱9,955,048.00 Year 2 – ₱11,946,057.00 Year 3 – ₱14,335,269.00  Approved 2025 Corporate Operating Budget– Maintenance and Other Operating Expenses (MOOE) with Code PAP 2025- 0263 of the Annual Procurement Plan (APP)	Three (3) Years from receipt of Notice to Proceed and Signed Contract	<b>₱ 20,000.00</b>	August 07, 2025 (Thursday) 3:30pm	August 21, 2025 (Thursday) 2:00pm

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 five (5) 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 30 July 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 Management 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, 2<sup>nd</sup> 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 06 August 2025, through e-mail address [bac@sss.gov.ph](mailto: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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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**

2<sup>nd</sup> Flr., SSS Main Bldg., East Ave., Diliman, Q.C.  
Tel # (632) 8922-1070; 8709-7198 local 3424/3420  
Email – [bac@sss.gov.ph](mailto:bac@sss.gov.ph)

12. Bidding Documents may be downloaded from PROCUREMENT tab at [www.sss.gov.ph](http://www.sss.gov.ph) starting **30 July 2025**.

  
**THE VICE-CHAIRPERSON  
BIDS & AWARDS COMMITTEE**

ref.: *itb-sss-goods-2025-050-Fleet Card Program for LOG (re-ad)*



## ***Section II. Instructions to Bidders***



## 1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the **THREE (3) YEAR FLEET CARD PROGRAM FOR LUZON OPERATIONS GROUP (RE-ADVERTISEMENT)**, with identification number ITB-SSS-GOODS-2025-050.

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 Thirty-Six Million Two Hundred Thirty-Six Thousand Three Hundred Seventy-Four Pesos (₱36,236,374.00).
- 2.2. The source of funding is: Approved 2025 Corporate Operating Budget– MOOE with Code PAP 2025-0263 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.
  - 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.

- 5.2. 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.
- 5.3. 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 five (5) 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 follows:
- 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**

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. Any contract for the supply of gasoline/diesel within a fleet card system.</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>							
7.1	No further instruction							
12	The price of the Goods shall be quoted DDP delivered at (Please refer to Annex “2”) or the applicable International Commercial Terms (INCOTERMS) for this Project.							
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 ₱ 724,727.48</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 ₱ 1,811,818.70</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 ₱ 724,727.48	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 ₱ 1,811,818.70
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 ₱ 724,727.48							
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 ₱ 1,811,818.70							
19.3	<p>The ABC is <b>₱36,236,374.00</b>, broken down as follows:</p> <p>Year 1 – ₱9,955,048.00</p> <p>Year 2 – ₱11,946,057.00</p> <p>Year 3 – ₱14,335,269.00</p> <p>Any bid with a financial component exceeding the amount per year as indicated above shall not be accepted.</p>							



20	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"><li>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</li><li>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;</li><li>3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</li><li>4. Latest Audited Financial Statements</li><li>5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS);</li><li>6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months prior to the submission &amp; opening of bids filed electronically (EFPS);</li></ol>
21	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>Supply of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI, Schedule of Requirements and Section VII, Technical Specifications.</p> <p><b>Scope of Services –</b></p> <ol style="list-style-type: none"> <li>1. The Fleet Card Service Provider (FCSP) shall provide the fuel requirements of <b>LUZON OPERATIONS GROUP's (LOG)</b> service vehicles.</li> <li>2. The FCSP must: <ol style="list-style-type: none"> <li>i. Have a wide service station network and that all of its fleet card sites nationwide are available at all times to provide fuel to <b>SSS LOG's</b> service vehicles following the terms and conditions set in the Bid Contract;</li> <li>ii. Have a web-based program for data tracking or monitoring, reflecting <b>SSS LOG's</b> detailed and summarized transactions;</li> <li>iii. Ensure that the Fleet Card Program (FCP) is protected from hacking, fraud, unauthorized use, transaction tampering, illegal cloning, copying or counterfeiting and accidental deletion of fleet records and other similar acts;</li> <li>iv. Ensure that fleet card transactions can be processed in fleet card sites in remote areas with no available internet connections and telephone lines;</li> <li>v. Have at least one (1) fleet card site in the town or city address of each participating branch and office in the area of <b>LOG</b> be accepted in all fleet card sites; (See <b>Annex 2</b> for the list of participating branches/offices and their addresses.)</li> <li>vi. Provide a list of all stations/sites offering fleet card services detailing the fleet card sites' names and addresses;</li> <li>vii. Give free 24-hour towing services and roadside assistance to all service vehicles enrolled in the FCP;</li> <li>viii. Ensure that card fees, joining fees and other charges shall be free of charges/waived;</li> <li>ix. Ensure that FCP has no handling fees;</li> <li>x. Ensure that the FCP has no minimum monthly purchase/consumption.</li> </ol> </li> <li>3. Only the service vehicle indicated in the fleet card shall be allowed to avail of the fuel within the limitations categorically stated herein;</li> <li>4. The increase and decrease in the number, and replacement of service vehicles under the FCP shall be allowed.</li> <li>5. The FCSP shall be responsible in dispensing and making available at all times and at all fleet card stations/sites for the duration of the Contract, under the terms and conditions most advantageous to the <b>SSS LOG</b>.</li> <li>6. <b>Fleet Card Invoicing and Billing</b> <ol style="list-style-type: none"> <li>i. Cashless purchase diesel.</li> <li>ii. The service provider shall issue proof of purchase for every transaction.</li> <li>iii. Billing system shall be computer-generated.</li> </ol> </li> </ol>

- iv. Issuance of billing statements to SSS shall be within ten (10) calendar days after the end of the applicable billing month, accompanied by a monthly report (electronic and/or signed printed copy).
- v. Billing statement must be on a per vehicle basis.
- vi. All details in the Statement of Account (SOA) must be complete and accurate.

**7. Payment System**

- i. Monthly Billing Cycle
- ii. Proof of purchase shall be issued for every transaction.
- iii. Settlement/Billing is through the Division Offices.
- iv. Applicable withholding tax shall be deducted from the monthly payment.
- v. During contract implementation, peso discount per liter offered by the bidder shall be applied to the pump price per liter at the time of purchase.
- vi. The amount per liter of fuel to be charged to SSS shall be based on the pump price at the time of purchase, provided however that the pump price is within the prevailing market/retail/pump prices as published in the DOE website.
- vii. Payment period is within thirty (30) calendar days upon receipt of the complete and correct billing documents as required by SSS
- viii. Payment is VAT inclusive.

**8. Fleet Card Reports**

- i. Provide the following reports, such as but not limited to:
  - a. Card transaction details and analysis
  - b. Fuel consumption report
- ii. Reports can be accessed and downloaded through the internet.
- iii. Internet web module must be available for SSS authorized personnel through secured log-on access.

**Responsibilities of Fleet Card Service Provider –**

1	The service provider shall allow the supply of diesel to the service vehicles enrolled/listed in the Fleet Card Program, in all of its fleet card sites
2	The service station/branch shall load fuel only to the vehicle indicated in the fleet card (plate number, petroleum products, i.e. diesel).
3	The fleet card service station shall read and record the odometer reading per transaction
4	A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn
5	The Statement of Account (SOA) should be accurate with the receipt/invoice issued by the service station.
6	Ensure that the fleet card transaction slip accurately reflects any and all purchases charged to the fleet card.
7	Supply of fuels shall be made by the supplier in accordance with the terms specified in the Schedule of Requirements.
8	Replacement of dilapidated/worn-out fleet cards shall be within seven (7) calendar days from receipt of report/request, at no additional cost to SSS.
9	Additional cards must be delivered within fifteen (15) calendar days upon receipt of request, at no additional cost to SSS.

	10	Issuance of Billing statements to SSS shall be within ten (10) calendar days after the end of the applicable billing month, accompanied by a monthly report (electronic and/or signed printed copy.) Billing statement must be on a per vehicle basis.
	11	Issuance of the corresponding Official Receipt on payments made by SSS
	12	<p>All cards shall be delivered at the Office Services Department (OSD) SSS Main Building East Avenue, Diliman, Quezon City.</p> <p>Fleet Cards will be sent to Branches/LOG via courier within 2-3 working days.</p>
<p><b>Intellectual Property Rights –</b></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><b>Data Privacy Act of 2012</b></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>		
2.2	<p>The terms of payment shall be monthly basis within thirty (30) calendar days upon receipt of the complete and correct billing documents and 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 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>During contract implementation, peso discount per liter offered by the bidder shall be applied to the pump price per liter at the time of purchase.</p> <p>The amount per liter of fuel to be charged to SSS shall be based on the pump price at the time of purchase, provided however that the pump price is within the prevailing market/retail/pump prices as published in the Department of Energy (DOE) website.</p> <p>Payment using Letter of Credit is not allowed.</p>	
4	<p><b>Inspection and Testing</b></p> <p><b>During Post-Qualification</b></p> <p>The SSS will conduct testing of the fleet cards upon post-qualification at the Office of the Head, Office Services Department – 2nd floor, SSS Main Office Building, East Avenue, Diliman, Quezon City in order to establish compliance to the technical specifications as stated herein. The supplier shall bring the necessary equipment for the inspection and/or testing. To validate if the card is working and to determine its compliance to the technical specifications.</p>	



6	<p data-bbox="365 191 695 226"><b>Liability of the Supplier</b></p> <p data-bbox="380 269 1417 667">1. <b>CONFIDENTIALITY.</b> 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 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 data-bbox="427 705 1417 775">The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> <p data-bbox="380 812 1417 1026">2. <b>MERGER AND CONSOLIDATION.</b> 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 data-bbox="380 1064 1417 1206">3. <b>FORCE MAJEURE.</b> 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 data-bbox="427 1243 1417 1567">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 data-bbox="427 1604 1417 1784">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 data-bbox="380 1821 1417 1963">4. <b>NON-ASSIGNMENT.</b> 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 data-bbox="380 2001 1417 2215">5. <b>WAIVER.</b> 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</p>
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|  | <p>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> <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</p> |
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contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

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.

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 thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.

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.

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.

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.

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.

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.

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

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|  | <p>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> <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                                                        | Number of Cards                                                      | Total   | Delivered, Weeks/Months                                                                 |
|----------|--------------------------------------------------------------------|----------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------|
| I.       | <b>THREE (3) YEAR FLEET CARD PROGRAM FOR LUZON OERATIONS GROUP</b> |                                                                      |         | Three (3) Years from receipt of Notice to Proceed and Signed Contract                   |
| II.      | Fleet Cards                                                        | 100 pcs (BSVs) + 7 pcs Administrative Cards (7 LOG Division Offices) | 107 pcs | Within fifteen (15) calendar days from receipt of Notice to Proceed and Signed Contract |

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

Please see **Annex 1** for the list of vehicles and type of petroleum used for each vehicle, and **Annex 2** for the list of participating Branches and Offices within **LUZON OPERATIONS GROUP** area with their addresses.

Quantities indicated are indicative numbers and for bidding purposes only. *The SSS may increase or decrease the required quantities for any reason, and in such event, there shall be a corresponding upward or downward adjustment in the total amount as may be agreed upon by the parties provided that the resulting cost of said increase shall not exceed the Contract Price.*

Additional fleet cards as may be required shall be free of charge and delivered within seven (7) calendar days from receipt of a written request from the SSS.

The cards must be ready for use upon delivery.

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*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>			
1	<p><b>Fuel Supply</b></p> <ul style="list-style-type: none"> <li>- Diesel</li> <li>- Euro 4 compliant</li> <li>- Clean Air Act of 2014 compliant to sulfur content</li> <li>- Water content (%vol.); 0.1 maximum</li> <li>- Biodegradable and Non-toxic</li> <li>- Must comply with the PNS/DOE QS 004:2003 Diesel Oils</li> </ul> <p>Fleet Card Service Provider must provide proofs or certification/s showing the specified requirements of compliance <i>issued by</i> DOE or duly recognized certifying body in the Philippines.</p>		
2	<p><b>Fleet Card Design</b></p> <p>Fleet Card must have the following details:</p> <ul style="list-style-type: none"> <li>- Card Number</li> <li>- Company Name</li> <li>- Vehicle details (type of vehicle and plate number)</li> </ul> <p>Fleet Card Service Provider must submit sample of current or previous Card Designs of implemented or ongoing contract/s as to the details stated herein.</p>		
3	<p><b>Fleet Card Customization</b></p> <p>Must have the following control features:</p> <ul style="list-style-type: none"> <li>- Product Restrictions</li> <li>- Purchase limits</li> <li>- Can be deactivated and/or reactivated upon request</li> <li>- Vehicle-Specific option</li> </ul> <p>Fleets Cards can be used in any of the fleet card affiliated service stations of the Supplier.</p> <p>The Fleet Card Service Provider must submit certification on the provision of the stated requirements.</p>		

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

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***Section VIII. Checklist of Technical and  
Financial Documents***

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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 five (5) 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);

Notes:

- a. Omission of any of the aforesaid provision in the OSS shall be considered "FAILED"
- b. Wrong entry of the project name in the GPP-prescribed form shall be considered "FAILED"
- c. If bidding as JV, all partners must submit the documents.

**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*

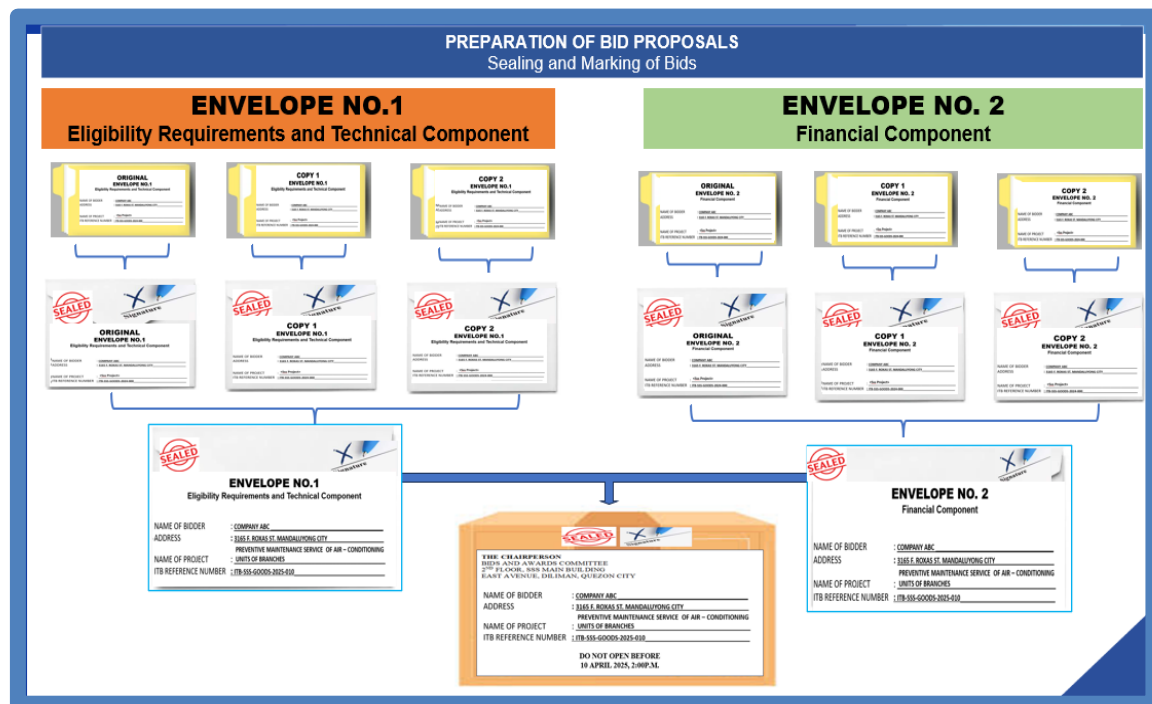
- ☐ (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the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

- **PREPARATION OF BID PROPOSALS (Sealing and Marking of Bids)**



- A. Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- B. Each Bidder is required to submit one (1) original and two (2) duplicate copies (Copy No. 1 and Copy No. 2) of the first (technical and eligibility documents) and second (financial) components of its bid. In the event of any discrepancy between the original and the copies, the original shall prevail.
- C. Original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.  
All envelopes shall:
  - bear the name and address of the Bidder in capital letters;
  - contain the name of the contract to be bid in capital letters;
  - bear the specific identification of this bidding process indicated in the IB.
- D. The bidder shall enclose the original of the technical component described in the Checklist of Technical and Financial Documents in one sealed envelope marked as “ORIGINAL-TECHNICAL COMPONENT”. Duplicate copies (Copy 1 and Copy 2) of the technical component shall be similarly sealed duly marking the envelopes as “COPY NO. 1 - TECHNICAL COMPONENT” and “COPY NO. 2– TECHNICAL COMPONENT”. These envelopes containing the original and the copies shall then be enclosed in one single envelope marked as “ENVELOPE NO. 1 -TECHNICAL COMPONENT”.
- E. The bidder shall enclose the original of the financial component described in the Checklist of Technical and Financial Documents in one sealed envelope marked as “ORIGINAL-FINANCIAL COMPONENT”. Duplicate copies (Copy 1 and Copy 2) of the financial component shall be similarly sealed duly marking the envelopes as “COPY NO. 1 - FINANCIAL COMPONENT” and “COPY NO. 2– FINANCIAL COMPONENT”. These envelopes containing the original and the copies shall then be

enclosed in one single envelope marked as “ENVELOPE NO. 2 -FINANCIAL COMPONENT”.

- F. The ENVELOPE NO. 1 -TECHNICAL COMPONENT and ENVELOPE NO. 2 - FINANCIAL COMPONENT shall then be enclosed in one single envelope with the following markings:
- addressed to the Procuring Entity’s BAC;
  - bear the name and address of the Bidder in capital letters;
  - contain the name of the contract to be bid in capital letters;
  - bear the specific identification of this bidding process indicated in the IB; and
  - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with IB.

**THE CHAIRPERSON**  
BIDS AND AWARDS COMMITTEE  
2<sup>ND</sup> FLOOR, SSS MAIN BUILDING  
EAST AVENUE, DILIMAN, QUEZON CITY

NAME OF BIDDER : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_  
ITB REFERENCE NUMBER: \_\_\_\_\_

DO NOT OPEN BEFORE  
(the date and time for the opening of bids)

- G. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.
- H. 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.
- I. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.



# FORMS

Bid Form for the Procurement of Goods

BID FORM

THREE (3) YEAR FLEET CARD PROGRAM  
FOR LUZON OPERATIONS GROUP  
(RE-ADVERTISEMENT)

Date: \_\_\_\_\_

Project Identification No.: ITB-SSS-GOODS-2025-050

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] THREE (3) YEAR FLEET CARD PROGRAM FOR LUZON OPERATIONS GROUP (RE-ADVERTISEMENT) 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 Amount and Purpose of  
of agent Currency 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: \_\_\_\_\_





THREE (3) YEAR FLEET CARD PROGRAM  
FOR LUZON OPERATIONS GROUP  
(RE-ADVERTISEMENT)

Price Schedule(s)/Bid Breakdown

Name of Bidder \_\_\_\_\_ Invitation to Bid Number: ITB-SSS-GOODS-2025-050

Year & Cost Component	Approved Budget for the Contract (ABC) A	Pump Price Per Liter (Peso) B	Estimated Quantity C= A/B	Unit of Measure	Discount Per Liter (Peso) D	Total Bid Price Net of Discount E= C*(B-D)
1 <sup>st</sup> Year	₱9,955,048.00					
2 <sup>nd</sup> Year	₱11,946,057.00					
3 <sup>rd</sup> Year	₱14,335,269.00					
Total Bid Price for 3 Years						

- Note:**
- Any bid exceeding the ABC per year shall not be accepted, broken-down as follows:
    - Year 1 : ₱9,955,048.00
    - Year 2 : ₱11,946,057.00
    - Year 3 : ₱14,335,269.00
  - The estimated quantities are indicative number from Bid Price and discount per liter offered by the supplier and for bidding purposes only. The SSS may increase or decrease the required quantities for any reason, and in such event, there shall be a corresponding upward or downward adjustment in the total amount as may be agreed upon by both parties provided that the resulting cost of said increase or decrease shall not exceed the Contract Price.
  - During contract implementation, peso discount per liter offered by the bidder shall be applied to the pump price per liter at the time of purchase
  - All required items/field in the bid breakdown must be filled up. 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
  - Non-compliance with the following requirements shall also be a ground for disqualification:
    - All financial documents (Bid Form and Bid Breakdown) shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
    - The bid proposal must be inclusive of all applicable taxes, which shall be itemized in the bid form and reflected in the Price Schedule.
    - The warranty requirement shall be 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

THREE (3) YEAR FLEET CARD PROGRAM  
FOR LUZON OPERATIONS GROUP  
(RE-ADVERTISEMENT)  
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 at 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<br>(Indicate “With NDA” or “Without NDA”) |
|------------------|------------------|-------------------|-----------------------------------------------------------|----------------|--------------------|-------------------------------|---------------------------------------------------|
|                  |                  |                   |                                                           |                |                    |                               |                                                   |
|                  |                  |                   |                                                           |                |                    |                               |                                                   |
|                  |                  |                   |                                                           |                |                    |                               |                                                   |
|                  |                  |                   |                                                           |                |                    |                               |                                                   |

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

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**FORM-06**

**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  
THREE (3) YEAR FLEET CARD PROGRAM  
FOR LUZON OPERATIONS GROUP  
(RE-ADVERTISEMENT)  
Project Identification No.: ITB-SSS-GOODS-2025-50

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

THREE (3) YEAR FLEET CARD PROGRAM FOR LUZON  
OPERATIONS GROUP  
(RE-ADVERTISEMENT)  
ITB-SSS-GOODS-2025-050

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\_\_.



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\_\_.



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 **THREE (3) YEAR FLEET CARD PROGRAM FOR LUZON OPERATIONS GROUP (RE-ADVERTISEMENT)** 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 **THREE (3) YEAR FLEET CARD PROGRAM FOR LUZON OPERATIONS GROUP (RE-ADVERTISEMENT)** 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 **THREE (3) YEAR FLEET CARD PROGRAM FOR LUZON OPERATIONS GROUP (RE-ADVERTISEMENT)**.
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]*

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 **THREE (3) YEAR FLEET CARD PROGRAM FOR LUZON OPERATIONS GROUP (RE-ADVERTISEMENT)** 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 “1”

SSS LUZON OPERATIONS GROUP INVENTORY OF  
SERVICE VEHICLES

DIVISION	ITEM NO.	BRANCH/OFFICE	DESCRIPTION	YEAR OF ACQUISITION	PLATE NO.	FUEL TYPE
LUZON NORTH 1	1	OFFICE OF THE HEAD, LN1	TOYOTA INNOVA 2.8 J M/T BZ 003	2020	P8D263	DIESEL
	2	OFFICE OF THE HEAD, LN1	HIACE COMMUTER 3.0 M/T	2024	SND 4322	DIESEL
	3	OFFICE OF THE HEAD, LN1	HIACE COMMUTER 3.0 M/T	2024	SND 4256	DIESEL
	4	OFFICE OF THE HEAD, LN1	COMMUTER VAN	2024	SNN 1737	DIESEL
	5	MEDICAL OPERATIONS DEPARTMENT, LN1	TOYOTA INNOVA	2021	P7Y 578	DIESEL
	6	LEGAL DEPARTMENT, LN1	TOYOTA INNOVA	2024	SND 2216	DIESEL
	7	AGOO	TOYOTA INNOVA 2.8 J M/T BZ 003	2020	PY7 273	DIESEL
	8	BAGUIO	TOYOTA INNOVA	2024	SND 2223	DIESEL
	9	BANGUED	TOYOTA INNOVA	2020	P7Y 695	DIESEL
	10	BONTOC	TOYOTA INNOVA 2.8LJ DIESEL	2020	P7Y 446	DIESEL
	11	CANDON	TOYOTA INNOVA 2.8 J M/T BZ 003	2020	P7Y598	DIESEL
	12	LA TRINIDAD	COMMUTER VAN	2024	SND 4294	DIESEL
	13	LA UNION	TOYOTA INNOVA	2020	P8A 632	DIESEL
	14	LAOAG	TOYOTA INNOVA 2.8 J M/T BZ 003	2020	P8A948	DIESEL
	15	VIGAN	HIACE COMMUTER 3.0M/T ZB-022	2024	SND 4321	DIESEL
LUZON NORTH 2	16	OFFICE OF THE HEAD, LN2	COMMUTER VAN	2024	SNN1743	DIESEL
	17	OFFICE OF THE HEAD, LN2	TOYOTA INNOVA	2024	SND2207	DIESEL
	18	LEGAL DEPARTMENT, LN2	TOYOTA INNOVA	2024	SND2220	DIESEL
	19	CAUAYAN	TOYOTA INNOVA 2.8 J DIESEL M/T	2020	P8 A622	DIESEL
	20	ILAGAN	TOYOTA INNOVA 2.8 J DIESEL M/T	2020	P8 A724	DIESEL
	21	SANTIAGO	TOYOTA INNOVA 2.8 J DIESEL M/T	2020	P8 B300	DIESEL
	22	SOLANO	TOYOTA INNOVA 2.8 J DIESEL M/T	2020	P8 B615	DIESEL
	23	SOLANO	COMMUTER VAN	2024	SND4198	DIESEL
	24	TUGUEGARAO	TOYOTA INNOVA 2.8 J DIESEL M/T	2020	P8 B025	DIESEL
	25	TUGUEGARAO	COMMUTER VAN	2024	SND4185	DIESEL
LUZON CENTRAL 1	26	OFFICE OF THE HEAD, LC1	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V 738	DIESEL
	27	OFFICE OF THE HEAD, LC1	TOYOTA HIACE COMMUTER 3.0	2024	SND 4254	DIESEL
	28	OFFICE OF THE HEAD, LUZON, LC1	TOYOTA HIACE COMMUTER 3.0	2024	SND 4248	DIESEL
	29	OFFICE OF THE HEAD, LC1	TOYOTA HIACE COMMUTER DELUXE 2024	2024	SNN 1740	DIESEL

	30	LUZON CENTRAL LEGAL DEPARTMENT, LC1	TOYOTA INNOVA 2.8LJ DIESEL	2020	P7V 661	DIESEL
	31	MEDICAL OPERATIONS DEPARTMENT, LC1	TOYOTA INNOVA 2.8LJ DIESEL	2020	P7V 532	DIESEL
	32	ALAMINOS	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7Y 243	DIESEL
	33	BALANGA	TOYOTA HIACE COMMUTER 3.0	2024	SND 4259	DIESEL
	34	BALER	TOYOTA INNOVA 2.8LJ DIESEL	2020	P7V 751	DIESEL
	35	CABANATUAN	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V 530	DIESEL
	36	CAMILING	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7X343	DIESEL
	37	DAGUPAN	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T - BZ-003	2020	P7K626	DIESEL
	38	IBA	TOYOTA HIACE COMMUTER 3.0	2024	SND 4288	DIESEL
	39	MARIVELEZ-BEPZ	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V794	DIESEL
	40	SAN CARLOS PANGASINAN	TOYOTA HIACE COMMUTER 3.0	2024	SND 4325	DIESEL
	41	SAN JOSE, NE	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V732	DIESEL
	42	TARLAC	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V222	DIESEL
	43	URDANETA	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V548	DIESEL
	44	LC1 LEGAL	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V661	DIESEL
LUZON CENTRAL 2	45	OFFICE OF THE HEAD, LC2	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7X504	DIESEL
	46	OFFICE OF THE HEAD, LC2	TOYOTA HIACE COMMUTER 3.0M/T-ZB-022	2024	SND 4326	DIESEL
	47	OFFICE OF THE HEAD, LC2	TOYOTA HIACE COMMUTER 3.0M/T-ZB-022	2024	SND 4258	DIESEL
	48	OFFICE OF THE HEAD, LC2	TOYOTA HIACE COMMUTER DELUXE 2.8 M/T - 7Q-013	2025	SNN 1738	DIESEL
	49	ANGELES	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7T517	DIESEL
	50	BALIUAG	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7X494	DIESEL
	51	BOCAUE	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7X666	DIESEL
	52	DAU	TOYOTA HIACE COMMUTER 3.0M/T-ZB-022	2024	SND4291	DIESEL



	53	MALOLOS	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7Y054	DIESEL
	54	MEYCAUAYAN	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7X447	DIESEL
	55	OLONGAPO	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7V604	DIESEL
	56	PAMPANGA	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7X496	DIESEL
	57	SAN JOSE DEL MONTE	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7X416	DIESEL
	58	STA. MARIA	TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ 003	2020	P7X351	DIESEL
LUZON SOUTH 1	59	OFFICE OF THE HEAD, LS1	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V694	DIESEL
	60	OFFICE OF THE HEAD, LS1	TOYOTA HIACE COMMUTER 3.0 M/T	2024	SND 4219	DIESEL
	61	OFFICE OF THE HEAD, LS1	TOYOTA HIACE COMMUTER 3.0 M/T	2024	SND 4165	DIESEL
	62	OFFICE OF THE HEAD, LS1	TOYOTA HI ACE 2.8 COMMUTER DELUXE M/T	2024	SNN 1742	DIESEL
	63	LEGAL DEPARTMENT, LS1	TOYOTA INNOVA 2.8J DIESEL M/TBZ003		Z9M 187	DIESEL
	64	MEDICAL OPERATIONS DEPARTMENT, LS1	TOYOTA INNOVA 2.8LJ DIESEL	2020	P7V 655	DIESEL
	65	BACOR	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7X793	DIESEL
	66	BIÑAN	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V602	DIESEL
	67	CALAMBA	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7Y034	DIESEL
	68	CARMONA	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V708	DIESEL
	69	DASMARINAS	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V577	DIESEL
	70	INFANTA	TOYOTA HIACE COMMUTER 3.0 M/T	2024	SND 4200	DIESEL
	71	LUCENA	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7X302	DIESEL
	72	ROSARIO	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7X722	DIESEL
	73	SAN PABLO	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V502	DIESEL
	74	SAN PEDRO	TOYOTA HI ACE	2024	SND 4292	DIESEL
	75	SANTA ROSA	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7V663	DIESEL
	76	STA. CRUZ	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ	2020	P7X539	DIESEL

			DIESEL M/T-BZ-003			
	77	TAGAYTAY	BN SERVICE UTILITY VEHICLE (AUV/CUV) TOYOTA INNOVA 2.8LJ DIESEL M/T-BZ-003	2020	P7X361	DIESEL
LUZON SOUTH 2	78	OFFICE OF THE HEAD, LS2	TOYOTA INNOVA 2.8LJ MT	2020	CS No. P7X463	DIESEL
	79	OFFICE OF THE HEAD, LS2	TOYOTA HI ACE COMMUTER 3.0 M/T	2024	SND 4324	DIESEL
	80	OFFICE OF THE HEAD, LS2	TOYOTA HI ACE COMMUTER 3.0 M/T	2024	SND 4257	DIESEL
	81	OFFICE OF THE HEAD, LS2	TOYOTA HI ACE 2.8 COMMUTER DELUXE M/T	2025	SNN 1739	DIESEL
	82	LEGAL DEPARTMENT, LS2	TOYOTA INNOVA 2.8J DIESEL M/TBZ003	2024	CS No. SND 2203	DIESEL
	83	BATANGAS	TOYOTA INNOVA 2.8LJ MT	2020	CS No. P7V461	DIESEL
	84	CALAPAN	TOYOTA INNOVA 2.8LJ MT	2020	CS No. P7Y090	DIESEL
	85	LEMERY	TOYOTA INNOVA 2.8LJ MT	2020	CS No. P7Y563	DIESEL
	86	LIPA	TOYOTA INNOVA 2.8LJ MT	2020	CS No. P7Y542	DIESEL
	87	PUERTO PRINCESA	TOYOTA INNOVA 2.8LJ MT	2020	CS No. P7Y248	DIESEL
LUZON BICOL	88	OFFICE OF THE HEAD, BICOL	TOYOTA INNOVA 2.8LJ MT	2020	P7Y 634	DIESEL
	89	OFFICE OF THE HEAD, BICOL – SSS ON- WHEELS VEHICLE	TOYOTA HI-ACE 2.8 COMMUTER DELUXE M/T	2024	SNN 1741	DIESEL
	90	OFFICE OF THE HEAD, BICOL – SSS ON- WHEELS VEHICLE	TOYOTA HI-ACE COMMUTER VAN 3.0 M/T	2024	SND 4293	DIESEL
	91	OFFICE OF THE HEAD, BICOL – SSS ON- WHEELS VEHICLE	TOYOTA HI-ACE COMMUTER VAN 3.0 M/T	2024	SND 4323	DIESEL
	92	LEGAL DEPARTMENT, BICOL	TOYOTA INNOVA 2.8L J DIESEL M/T	2024	SND 2231	DIESEL
	93	MEDICAL OPERATIONS SECTION, BICOL	TOYOTA INNOVA 2.8L J DIESEL M/T	2020	P8E564	DIESEL
	94	DAET	TOYOTA INNOVA 2.8LJ MT	2020	P8B966	DIESEL
	95	IRIGA	TOYOTA INNOVA 2.8LJ MT	2020	P8A 988	DIESEL
	96	LEGAZPI	TOYOTA INNOVA 2.8LJ MT	2020	P8B 040	DIESEL
	97	MASBATE	TOYOTA INNOVA 2.8LJ MT	2020	P8A 729	DIESEL
	98	NAGA	TOYOTA INNOVA 2.8LJ MT	2020	P8A 836	DIESEL
	99	SORSOGON	TOYOTA INNOVA 2.8LJ MT	2020	P8D 370	DIESEL
	100	TABACO	TOYOTA INNOVA 2.8LJ MT	2020	P8B 651	DIESEL



SSS LUZON OPERATIONS GROUP FLEET CARD PROGRAM  
LIST OF PARTICIPATING BRANCHES/OFFICES

DIVISION / DEPARTMENT	B/O No.	BRANCH/OFFICE	BRANCH/OFFICE ADDRESS
LUZON NORTH 1	1	OFFICE OF THE HEAD, LN1	SSS BLDG., HARRISON ROAD, BAGUIO CITY
	2	AGOO	3/F B & D BLDG., MC ARTHUR HIGHWAY, SAN ANTONIO, AGOO, LA UNION
	3	BAGUIO	SSS BLDG., HARRISON ROAD, BAGUIO CITY
	4	CANDON	NATIONAL HIGHWAY, SAN NICOLAS, CANDON CITY, ILOCOS SUR
	5	LA TRINIDAD	G/F JEWEL IGOROT BLDG., KM 4, BRGY. BALILI, LA TRINIDAD BENGUET
	6	LA UNION	SSS BLDG., ROVERNMENT CENTER, SEVILLA, SAN FERNANDO CITY, LA UNION
	7	LAOAG	RT BUENO BLDG., DON E. RUIZ ST.BRGY 18, LAOAG CITY, ILOCOS NORTE 2900
	8	VIGAN	2/F UNP TOWN CENTER, TAMAG, VIGAN CITY
LUZON NORTH 2	9	OFFICE OF THE HEAD, LN2	2F POREGOLD CAUYAN, DON JUAN DACANA ST., SAN FERMIN, CAUYAN CITY, ISABELA
	10	CAUAYAN	2F POREGOLD CAUYAN, DON JUAN DACANA ST., SAN FERMIN, CAUYAN CITY, ISABELA
	11	ILAGAN	2F XENTRO MALL, MAHARLIKA HIWAY, ALIBAGU, CITY OF ILAGAN, ISABELA
	12	SANTIAGO	2F XENTRO MALL SANTIAGO FOUR LANES ST., COR. MAHARLIKA HIGHWAY, VILLASIS SANTIAGO CITY, ISABELA
	13	SOLANO	GUEVARDAN BLDG. BURGOS ST., SOLANO, NUEVA VIZCAYA
	14	TUGUEGARAO	Level 2 ROBINSONS MALL, TANZA, TUGUEGARAO CITY, CAGAYAN
LUZON CENTRAL 1	15	OFFICE OF THE HEAD, LC1	SSS BLDG. MACABULOS DRIVE, SAN VICENTE, TARLAC CITY
	16	ALAMINOS	AMA BLDG., MARCOS AVE., BRGY PALAMIS, ALAMINOS, PANGASINAN
	17	BALANGA	G/2F WHONG CHUN KAR BLDG., ROTARY AVE., TENEJERO BALANGA CITY, BATAAN
	18	CABANATUAN	NE PACIFIC SHOPPING CENTER KM 111 MAHARLIKA HIGWAY, CABANATUAN CITY N.E.
	19	CAMILING	JULIAN QUI BLDG., BONIFACIO ST., CAMILING, TARLAC
	20	DAGUPAN	EAST GATE PLAZA AB FERNANDEZ AVE., DAGUPAN CITY

	21	MARIVELEZ-BEPZ	LOWER G/F, AFAB, ADMINISTRATION BLDG., FAB, MARIVELES, BATAAN
	22	SAN JOSE, NE	NE BODEGA SAN JOSE CITY NUEVA ECIJA
	23	TARLAC	SSS BLDG. MACABULOS DRIVE, SAN VICENTE, TARLAC CITY
	24	URDANETA	3/F GOVERNMENT CENTER, CB MALL, MAC ARTHUR HIGHWAY, NANCAYASAN, URDANETA CITY
	25	LC1 LEGAL	SSS BLDG. MACABULOS DRIVE, SAN VICENTE, TARLAC CITY
LUZON CENTRAL 2	26	OFFICE OF THE HEAD, LC2	SSS BLDG., DIOSDADO MACAPAGAL GOVERNMENT CENTER, MAIMPIS, CITY OF SAN FERNANDO, PAMPANGA
	27	ANGELES	LEVEL 3, MARQUEE MALL, FRANCISCO G. NEPO AVE., PULUNG MARAGUL, ANGELES CITY
	28	BALIUAG	G/F AND 2/F AC BUILDING, B.S. AQUINO AVE., TANGOS, BALIUAG, BULACAN
	29	BOCAUE	ORO VILLAS 2, NO. 229 MC ARTHUR HIGHWAY, BRGY. WAKAS BOCAUE, BULACAN
	30	DAU	GF & 2F, PUREGOLD DAU BLDG, MAC ARTHUR HIGHWAY, DAU, MABALACAT, PAMPANGA
	31	MALOLOS	GF/2F VIB BLDG. THE CABANAS, KM 44/45 MC ARTHUR HIGHWAY, LONGOS, CITY OF MALOLOS, BULACAN
	32	MEYCAUAYAN	2F ESPERANZA MALL MAC ARTHUR HIGHWAY, CALVARIO, MEYCAUAYAN CITY BULACAN
	33	OLONGAPO	WUNG CHUN KAR BLDG., 35 GORDON AVE., PAG-ASA, OLONGAPO CITY
	34	PAMPANGA	SSS BLDG., DIOSDADO MACAPAGAL GOVERNMENT CENTER, MAIMPIS, CITY OF SAN FERNANDO, PAMPANGA
	35	SAN JOSE DEL MONTE	STARMALL, SJDM, QUIRINO HIGHWAY, COR KAYPIAN ROAD, KAYPIAN SJDM, BULACAN
	36	STA. MARIA	ONE SANTIAGO PARK, NEW BYPASS ROAD., BAGBAGUIN, STA MARIA, BULACAN
LUZON SOUTH 1	37	OFFICE OF THE HEAD, LS1	SSS BLDG., BALAGTAS BLVD., CORNER PAULINO ST., SAN PABLO CITY
	38	BACOR	JOLLY HOME APARTELE, AGUINALDO HIGHWAY COR. COASTAL ROAD TALABA 7, BACOR CITY
	39	BIÑAN	3RD LEVEL CENTRAL MALL, BIÑAN MALVAR ST., SAN VICENTE, BIÑAN, LAGUNA
	40	CALAMBA	SSS BLDG., NATIONAL HIGHWAY, PARIAN, CALAMBA CITY, LAGUNA
	41	CARMONA	2/F REMINGTON PLAZA, GOVERNOR'S DRIVE, CARMONA, CAVITE

	42	DASMARIÑAS	2/F CENTRAL MALL ANNEX, KM. 28 SALITRAN ROAD COR. AGUINALDO HIGHWAY, DASMARIÑAS, CAVITE
	43	INFANTA	CNV BUSINESS HUB, 311 GEN LUNA ST., POBLACION 39, INFANTA, QUEZON
	44	LUCENA	LUCENA GRAND CENTRAL TERMINAL BLDG., DIVERSION ROAD, ILAYANG DUPAY, LUCENA CITY
	45	ROSARIO	248 ABUTIN BLDG., GEN. TRIAS DRIVE, TEJEROS CONVENTION, ROSARIO, CAVITE
	46	SAN PABLO	SSS BLDG., BALAGTAS BLVD., CORNER PAULINO ST., SAN PABLO CITY
	47	SAN PEDRO	2F, ROBINSONS GALLERIA SOUTH, BRGY NUEVA, SAN PEDRO CITY, LAGUNA
	48	SANTA ROSA	3 <sup>rd</sup> LEVEL ROBINSONS STA. ROSA MARKET, BRGY. TAGAPO, SANTA ROSA CITY LAGUNA
	49	STA. CRUZ	G/F METRO CENTRAL MALL, SITIO ANTIPOLO, BRGY LABUIN, STA CRUZ, LAGUNA
	50	TAGAYTAY	LGF PRIMARK TOWN CENTER, BRGY. MAHARLIKA EAST, TAGAYTAY CITY
LUZON SOUTH 2	51	OFFICE OF THE HEAD, LS2	SSS BLDG. NATIONAL HIGHWAY KUMINTANG ILAYA BATANGAS CITY
	52	BATANGAS	SSS BLDG. NATIONAL HIGHWAY KUMINTANG ILAYA BATANGAS CITY
	53	CALAPAN	AQUA TIERRA ONE BLDG., M.ROXAS DRIVE, BRGY. STO. NIÑO, CALAPAN CITY, ORIENTAL MINDORO 5200
	54	LEMERY	XENTRO MALL, ILUSTRE AVE., BRGY. MALINIS, LEMERY, BATANGAS
	55	LIPA	GF & 2F THE ONLY ONE PLACE BUSINESS CENTER, BRGY. MARAWOY, LIPA CITY
	56	PUERTO PRINCESA	GF GRANDWAY BLDG., EASTVILLE CITY WALK, SAN PEDRO, PUERTO PRINCESA CITY, PALAWAN
LUZON BICOL	57	OFFICE OF THE HEAD, BICOL	SSS BLDG., CONCEPCION, PEQUEÑA, NAGA CITY
	58	DAET	CHING BLDG., MERCHANT ST., CENTRAL PLAZA COMPLEX, BRGY. LAG-ON, DAET, CAMARINES NORTE
	59	IRIGA	CERILO BLDG., NO. 272 NATIONAL HIGHWAY, SAN NICOLAS, IRIGA CITY, CAMARINES SUR
	60	LEGAZPI	MORANTE BLDG., IMEPERIAL COURT SUBD., PHASE II, LEGAZPI CITY
	61	MASBATE	G/F & 2/F KLM BLDG., 30 MABINI ST., MASBATE CITY, MASBATE
	62	NAGA	SSS BLDG., CONCEPCION, PEQUEÑA, NAGA CITY
	63	SORSOGON	SSS BUILDING, MAHARLIKA HIGHWAY, BRG. GINLAJON, SORSOGON CITY
	64	TABACO	J SPAZIO BLDG., ZIGA AVE., TAGAS, TABACO CITY, ALBAY
	65	VIRAC	P. ARAOJO BLDG., CAVINITAN, VIRAC, CATANDUANES



