Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman Quezon City * Trunkline Number: (+632) 8709 7198
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BAGONG PILIPINAS

Invitation to Bid
ITB-SSS-GOODS-2025-045

TOKENS AND CORPORATE GIVEAWAYS

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*
₱2,410,500.00 Approved 2025 Corporate Operating Budget under MOOE with Code PAP 2025-0417 of the Annual Procurement Plan (APP)	Within sixty (60) calendar days upon receipt of Notice to Proceed (NTP) and Signed Contract/ Purchase Order (P.O.)	₱ 3,000.00	*July 23, 2025 (Wednesday) 2:30 p.m.*	*August 05, 2025 (Tuesday) 2:00 p.m.*

1. The ***SOCIAL SECURITY SYSTEM*** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within 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 15 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, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. **To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.**

The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 21 July 2025, through e-mail address bac@sss.gov.ph, the following:

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

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

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

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.

9. The SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.

11. For further information, please refer to:

    Bids & Awards Committee
    The Secretariat
    2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.
    Tel # (632) 8922-1070; 8709-7198 local 3424/3420
    Email – bac@sss.gov.ph

12. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting 15 July 2025.

THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: itb-sss-goods-2025-045-Tokens and Corporate Giveaways