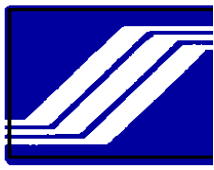


Annex D



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City
Tel. Nos. (02) 8709-7198 loc 2546
E-mail: investmentproperty@sss.gov.ph
Website <https://www.sss.gov.ph>

Date: 19 September 2025

Invitation to Bid

FOR THE THREE (3)-YEAR LEASE OF OFFICE/COMMERCIAL SPACE AT THE GROUND FLOOR OF SSS MAKATI BUILDING, MAKATI CITY THROUGH PUBLIC BIDDING MODE

1. The Social Security System (SSS), through the Recommending Authorities (RA), is inviting interested Public and Private Sector Proponents (PSPs)/Prospective Lessees (PLs) to submit competitive proposals pertaining to the proposed lease of one (1) vacant office/commercial spaces located at the Ground Floor of the SSS Makati Building located along Ayala Avenue corner Rufino Street, Barangay San Lorenzo, Makati City through public bidding procedure, viz:

Bid Item	Floor	Floor Area (sqm)	Minimum Bid Price VAT Exclusive (Php per month)
1-C	Ground	438.96	592,596.00

2. Interested PLs must submit their Lease Proposals at the Executive Lounge, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on **20 October 2025, until 2:00 p.m.**

The Lease proposal shall contain the Eligibility Documents and Bid Proposal together with the Proposal Security and Proposal Securing Declaration. The Proposal Security shall be in the minimum amount equivalent to the proposed first month rent, inclusive of VAT, on the initial year lease period, in the form of cash, cashier's/manager's check or bank draft, guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank payable in favor of SSS.

3. Bid opening shall be on same date and venue immediately after the deadline of submission as stated above. Late bids shall not be accepted. Only one company representative is allowed to attend the manual opening of Bids. Other company representative may witness the opening of Bids through Microsoft Teams.
4. The PLs shall be evaluated on a pass or fail basis to determine if the PL (or the member-firms) complies with or satisfies all of the requirements. Only those PLs who strictly comply and pass with ALL the eligibility requirements shall be declared "ELIGIBLE," for the opening and evaluation of their Bid Proposals.

Bids received below this minimum bid amount as stated in the Terms of Reference (TOR) shall be rejected at the Opening of the Bids.

5. PLs may obtain the TOR at the address given below starting **19 September 2025** up to the

scheduled submission and opening of eligibility documents/bid proposal upon payment of a non-refundable fee of Philippine Pesos: **THREE THOUSAND (Php3,000.00)**. The TOR shall be received personally by the PL or his authorized representative.

It may also be downloaded from the Assets for Lease Section, Opportunities tab of the SSS website at www.sss.gov.ph. PL shall pay the applicable fee for the TOR not later than the submission of its bid.

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.

6. If no PL procures this TOR and/or submit Lease Proposal, the public bidding process is deemed terminated and declared a failure.
7. For this purpose, a Pre-Bid Conference will be conducted at the Luzviminda Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on **08 October 2025, 10:00 a.m.**, which shall also be opened through online conference using Microsoft Teams, but attendance shall not be mandatory. Kindly e-mail us on or before **03 October 2025**, through e-mail address indicated below, the following:
 - a. Name of the representative and e-mail address; and
 - b. Technical and administrative queries
8. All interested PLs can request for further clarification and/or make inquiries regarding the TOR, which shall be in writing and addressed to the RA. All inquiries should be received on or before **10 October 2025, 5:00 p.m.** through the given physical address or through e-mail as specified below.
9. Bid Bulletin will be posted in the SSS website and will also be sent to all PLs who have purchased this TOR no later than the close of business on **15 October 2025** through e-mail. Receipt of all Bid Bulletin shall be acknowledged by each PL prior to the submission and opening of the Eligibility Documents and Bid Proposal and shall be so indicated therein.
10. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, or in case the above dates were declared non-working day or suspended by authorities for whatever reason, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
11. The RA reserves the right to reject any and all application for qualification and eligibility found not in conformity with the relevant rules and policies set by SSS.

For further information, please refer to:

ATTY. NEIL F. HERNAEZ

Vice President, Asset Management Division

c/o Investment Property Department

5th Floor, SSS Main Building, East Avenue, Diliman, Quezon City

Tel # (02) 8709-7198 local 2564

Email add: investmentproperty@sss.gov.ph