SOCIAL SECURITY SYSTEM

LUZON CENTRAL 1 DIVISION

Disposal Committee

SSS Tarlac Bldg., Macabulos Drive, San Vicente, Tarlac City

INVITATION TO BID

PUBLIC BIDDING FOR THE SALE AND DISPOSAL OF VARIOUS UNSERVICEABLE PROPERTIES OF SSS BALANGA BRANCH

The SOCIAL SECURITY SYSTEM (SSS), through the Disposal Committee of Luzon Central 1 Division, is inviting interested bidders for the public bidding following:

A. Subject:

Lot 1 – Various Unserviceable Properties of SSS Balanga Branch consisting of Forty-Six (46) items (see Annex A)

B. Condition*: "As is, Where is"* Basis.

C. Location and Site of Inspection: Unserviceable properties can be inspected at SSS Balanga Branch on **October 27, 2025**, from 8:00AM to 5:00PM. Below are the addresses and contact person of Balanga Branch:

1. **SSS Balanga Branch – G/F. Wong Chun Kar Bldg., Rotary Avenue, Tenejero, Balanga City, Bataan**
   Contact Person:
   MS. MARY JEAN S. VITANZOS
   Admin. Section SSS Balanga Branch
   Tel No. (047) 237-07389, Email address: balanga@sss.gov.ph

Schedule of Activities:

Activities	Date	Venue	Time
Posting of Invitation to Bid to Official SSS Website, all LC1 Branches, and other conspicuous places	October 16-25, 2025	N.A.	N.A.
Site Inspection	October 27, 2025	Balanga Branch	8:00 a.m.– 5:00 p.m.
Pre bid Conference (Online)	October 28, 2025	To be conducted through MS Teams	10:00 a.m. – 11:00 a.m
Public Bidding	October 29, 2025	Balanga Branch	8:00 a.m. – 5:00 p.m.
Opening of Bids	October 29, 2025	Balanga Branch	1:30 p.m. – 5:00 p.m.

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D. Eligibility of Bidders: The public bidding is open to everyone except SSS employees.

BIDDERS	INDIVIDUAL	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
REQUIREMENTS	1. Latest Income Tax Return*	DTI Certification	Articles of Partnership	Articles of Incorporation
	2. Certificate of Employment with Compensation or Bank Certificate*	1. 2025 Business Permit Licensing Office Certification/ Mayor's Permit 2. Valid Tax Clearance Certificate **OR** Notarized Certificate of Tax Clearance and Certified True Copy of the 2024 Income Tax Return and Proof of Submission to BIR.		
	Two (2) valid government-issued identification cards with photo and signature (SSS/GSIS UMID Card, Postal ID, Driver's License, Philhealth ID, Pag-Ibig ID, Voter's ID, Passport, PRC ID, Firearm Registration Card, Senior Citizen ID			

Any of the two

Notes: *If submitting photocopy of documents, bring original copies during Opening of Bids for authentication purposes. The bidder shall affix their signature to all documents submitted.*

E. Bid Documents: Bid Tender Forms shall be given to all interested parties from October 16-25, 2025.

F. Submission of Bids: Bidders shall submit in two (2) separate sealed documentary envelopes **the Bidder's Eligibility Requirements (Envelope A) and the properly accomplished Bid Tender Form together with the Bid Security in the form of Manager's/Cashier's Check or Cash equivalent to 10% of the total bid price (Envelope B).**

G. Opening of Bids: The Committee shall open all bids received at the time, date, and place set in the Invitation to Bid. Bidders or their authorized representatives with valid Special Power of Attorney shall witness the proceedings.

H. Evaluation of the Bids: The SSS reserves the right to reject any or all bids without offering any reason, to waive any formality or technicality, to determine and to award to any bidder with the highest complying bid and whose proposal is deemed most advantageous to the SSS, provided the offer is not less than the minimum bid price. The SSS neither assumes any obligation for any loss whatsoever that may be incurred by the bidders in the preparation of their respective bids, nor does the SSS guarantee that an award will be made.

I. Other Inquiries: Please direct your inquiries to the following.

1. **LEIDA M. DANCEL,** Disposal Committee Secretariat at the 2nd Floor, SSS Tarlac Branch Building, Macabulos Drive, San Vicente, Tarlac City
   Tel No. (045) 982-6967, CP No. 0933-306-2870
   email address dancellm@sss.gov.ph.

Date: October 15, 2025

VP VILMA P. AGAPITO
Chairperson, Disposal Committee
Luzon Central 1 Division