SOCIAL SECURITY SYSTEM

LUZON CENTRAL 1 DIVISION

Disposal Committee

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

GROUND RULES

1. All eligibility requirements shall be submitted by the prospective Bidder in the order as enumerated in the Terms of Reference (TOR) in one (1) sealed documentary envelope labelled "Envelope A".

2. The Bid Security in the form of cash or check (Certified Cashier's or Manager's Check) payable to the SSS in the amount equivalent to ten percent (10%) of the total bid price shall be submitted in another sealed documentary envelope labelled "Envelope B" which shall also contain the properly accomplished Bid Tender Form.

3. The sealed Envelope A and Envelope B shall be placed in the designated bid boxes labelled A and B respectively at the Conference Room, 2nd Floor, SSS Balanga Branch, . Wong Chun Kar Bldg., Rotary Avenue, Tenejero, Balanga City.

4. The Bidder or his/her authorized Representative with the original Special Power of Attorney (SPA) shall register with the Secretariat thru the Attendance Sheet prior to placing the envelopes in the designated bid box.

5. No bid documents shall be received after 12:00 Noon of October 29, 2025 (Philippine Standard Time).

6. The Disposal Committee Chairperson shall open the bidding process at 1:30 PM after the registration of the Bidders and announce the names of the attendees and in what capacity they are attending.

7. The Disposal Committee Secretariat shall start the preliminary examination of eligibility requirements by calling the Bidders in alphabetical order.

8. In the presence of the Bidder or authorized Representative with original SPA, the Secretariat shall evaluate the submitted requirements contained in Envelope A using a checklist:

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 BPLO 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*

9. The Bidder shall be required to present the original copies of the photocopied documents. The Secretariat shall also check that all documents submitted are duly signed by the Bidder.

10. After determining who are prequalified, the Disposal Committee shall then proceed to open Envelope and check the Bid Security if it is equivalent to ten percent (10%) of the total bid price. If this condition is met, the Disposal Committee will proceed to announce the name of the Bidder and the bid amount. The Bid Tender Form must be signed by the members of the Disposal Committee after it is opened and announced.

11. In case two or more complying highest Bidders made identical offers, public auction viva voce between those who made identical bids shall be resorted to at a price not less than the offered bids.

12. During the opening of the bids, only the Bidder or his/her duly authorized Representative with the original SPA shall be allowed inside the bidding area. He/She shall refrain from making unnecessary remarks and remain seated during the entire bidding process.