Republic of the Philippines
SOCIAL SECURITY SYSTEM
LUZON CENTRAL 1 DISPOSAL COMMITTEE
Telephone Number: (045) 982-6967 * Email: luzoncentral@sss.gov.ph

BAGONG PILIPINAS

TERMS OF REFERENCE OF THE PUBLIC BIDDING FOR THE SALE AND DISPOSAL OF ONE (1) LOT OF UNSERVICEABLE PROPERTIES OF SSS BALANGA BRANCH

Subject : Public bidding for the sale and disposal by "lot" of the following:

Lot 1 – Various Unserviceable Properties of Balanga Branch consisting of 46 items

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	SSS Balanga Branch	8:00 a.m.– 5:00 p.m.
Pre bid Conference	October 28, 2025	(Online via Microsoft Teams)	10:00 a.m. – 11:00 a.m.
Public Bidding	October 29, 2025	SSS Balanga Branch	8:00 a.m. – 5:00 p.m.
Opening of Bids	October 29, 2025	SSS Balanga Branch	1:30 p.m. – 5:00 p.m.
Full Payment		Within five (5) working days from receipt of the Notice of Award	8:00 a.m. to 4:00 p.m.
Claiming of Award		Within five (5) working days from the signing of the Deed of Sale	8:00 a.m. to 4:00 p.m.

A. Condition : "**As is, Where is**" basis. All interested Bidders shall issue a Bid Security equivalent to ten percent (10%) of the Total Bid Price upon submission of sealed bid.

B. Location : Conference Room 2nd Floor, SSS Balanga Branch., Wong Chun Kar Bldg., Rotary Avenue, Tenejero, Balanga City, Bataan

C. Minimum Bid Price :

Lot	Description	No. of Items	Minimum Bid Price (in Php)
1	Various unserviceable properties of SSS Balanga Branch	46	**₱18,470.85**

The award shall be given to the highest complying Bidder, as determined by the Committee.

D. Payment : Payment shall be strictly in CASH or CHECK (Certified Cashier's or Manager's Check) payable to the SSS

E. Eligibility Requirements : The Public Auction shall be open to any Individual, Sole Proprietorship, Partnership or

Corporation complying with the prescribed rules and regulations and upon submission of certified true copy/photocopy of the following documents:

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

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

F. Procedure of Bidding:

1. Interested parties shall attend the online Pre-Bid Conference to be conducted by the Disposal Committee on October 28, 2025, 10:00 a.m. to 11:00 a.m. Interested bidders may call the following for the details of the online pre-bid conference.

   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.

2. Every Bidder must submit two (2) separate sealed documentary envelopes containing the following:
   - **Envelope A** – Eligibility Requirements as stated above.
   - **Envelope B** – Bid Security equivalent to ten percent (10%) of the total Bid Price and duly accomplished Bid Tender Form.

   The sealed envelopes shall be properly labelled as **Envelope A and Envelope B**, and the **title "Application for Public Auction/Bidding for the Sale and Disposal of Unserviceable Properties"** and the name and signature of the Bidder must be indicated outside both envelopes.

G. The Bidder or authorized Representative with Special Power of Attorney shall register with the Secretariat thru the Attendance Sheet prior to placing the envelopes at the designated bid box on or before 12 Noon, October 29, 2025, at the Conference Room, 2nd SSS Balanga Branch, Wong Chun Kar Bldg., Rotary Avenue, Tenejero, Balanga City, Bataan

A Bidder may be allowed to withdraw his/her offer on or before 12 Noon, October 29, 2025. The bid shall be returned unopened.

H. The Committee shall open all bids received at the date, time, and place set in the Invitation to Bid. Bidders or their authorized Representatives with Special Power of Attorney may witness the proceedings. The Committee shall declare the highest Bidder. There should be at least two (2) offerors with at least one (1) qualified Bidder for the public bidding to proceed. The Bid Security shall be considered as advance payment. The second (2nd) highest Bidder at his/her option may choose to refund or leave the bid Security in case the highest Bidder is disqualified during the post qualification stage and the same shall be returned upon conferment of Notice of Award to the winning Bidder.

I. The Committee shall, on the date of the opening of the bids, validate the authenticity of eligibility documents submitted by the highest Bidder. The Committee, likewise, shall conduct post qualification of the submitted eligibility documents as they deemed necessary.

J. The winning Bidder shall be given the official Notice of Award and shall be required to pay the award price, inclusive of all government taxes, fees, or duties, if any, and all incidental expenses, to the SSS within five (5) working days from receipt of the said Notice.

K. A Deed of Absolute Sale shall be executed by the Social Security System and the Awardee as soon as the award price is paid.

L. Hauling of the Purchased Lot:

a. The winning Bidder shall, at his/her own expense, be responsible for the packing, hauling, and loading of the purchased lot to be done at the place indicated in the Invitation to Bid and in the presence of the authorized SSS personnel.

b. One-day hauling of the purchased lot shall be done at any day from Monday to Friday during office hours (8:00 a.m. to 5:00 p.m. not later than five (5) working days from the date of signing of the Deed of Absolute Sale of the aforementioned. If hauling cannot be completed within the specified time, the winning Bidder may request for another five (5) working days for hauling provided that the request is justified and in writing.

c. Failure of the winning Bidder to haul the purchased lot within the specified period shall result to the forfeiture of the payment/bid price in favor of the SSS.

d. The winning Bidder shall guarantee the complete hauling and loading of all the property/equipment subject of the Contract without any residual remaining within the premises of the SSS.

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