DISPOSAL COMMITTEE

GROUND RULES – ANTIQUE BRANCH

1. All eligibility requirements/pre-qualification documents shall be submitted, in the order as enumerated in the Terms of Reference (TOR), by the prospective bidders on **05 November 2025** from **8:00AM to 9:00AM** in one brown envelope (1st envelope), to the Chairperson, Disposal Committee, thru the Branch Administrative Section of SSS Antique Branch, City Mall Antique, San Jose St. connecting Gobierno St. and Romano St., Brgy. Poblacion, San Jose, Antique.

2. No pre-qualification documents shall be received after **9:29AM** of **05 November 2025** (Philippine Standard Time).

3. The Disposal Committee Chairperson shall open the bidding process on **05 November 2025** at **9:30AM** after the registration of the bidders/authorized representative with Special Power of Attorney, announcing the names of the attendees and in what capacity they are attending.

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

5. In the presence of the bidder/authorized representative with Special Power of Attorney, the Secretariat shall evaluate using a Checklist, the following requirements, which are duly initiated by the bidder per document:

BIDDERS	**ANY PERSON**	**SOLE PROPRIETORSHIP**	**PARTNERSHIP**	**CORPORATION**
REQUIREMENTS	Latest Income Tax Return*	DTI Certification	Articles of Partnership	Articles of Incorporation
	Certificate of Employment with Compensation*	2025 BPLO Certification / 2025 Mayor's Permit		
	Two (2) Valid government issued identification cards with photo and signature.			

** Any of the two*

6. All bids/proposals/quotations shall be signed by the bidder enclosed in a sealed envelope (2nd envelope) and dropped in the bid box.

7. The **Bid Bond** (in the 2nd envelope) 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 shall be submitted to the Committee on or before the scheduled opening of bids.

8. Only those bids with complete eligibility requirements and the 10% bid bond shall be considered.

9. After determining who are qualified, the Disposal Committee shall then proceed to open the 2nd sealed bid envelope and announce the names of the bidder and their bid.

(The Bid Tender must be signed by the members of the Disposal Committee immediately after it is opened and announced)

The 1st envelope contains:

1. Eligibility Requirements

The 2nd envelope contains:

1. Bid Tender Form in a Sealed Envelope;
2. 10% Bid Bond

10. During the opening of the bids, only one (1) representative from each bidder shall be allowed and shall remain seated and refrain from making unnecessary remarks.