BIDS AND AWARDS COMMITTEE (BAC) I

PROJECT : **RENOVATION AT SSS MAIN BUILDING – 6TH FLOOR, 7TH FLOOR AND 8TH FLOOR OFFICE SPACES**

ITB NO. : **CIVIL 2025-004**

SUBJECT : **BID BULLETIN NO. 1**

DATE : **15 DECEMBER 2025**

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – November 21, 2025 – November 28, 2025
Approved Budget for the Contract (ABC) and Source of Fund	**₱ 122,028,400.00** broken down as follows: Lot 1 – Renovation at SSS Main Building – 6th Floor Office Spaces ₱40,892,000.00 Lot 2 – Renovation at SSS Main Building – 7th Floor Office Spaces ₱43,966,100.00 Lot 3 – Renovation at SSS Main Building – 8th Floor Office Spaces ₱37,170,300.00 **Approved 2025 Corporate Operating Budget – Capital Outlay of the Annual Procurement Plan (APP) with Code PAP 2025-0356, 2025-0357 and 2025-0361 (3rd Update for the month of September**
Price of BD (non-refundable)	Lot 1 - ₱22,500.00 Lot 2 – ₱22,500.00 Lot 3 - ₱20,000.00
Delivery/Completion Period	Lot 1 – Within Two Hundred Forty (240) calendar days upon receipt of Notice to Proceed and Signed Contract Lot 2 – Within Two Hundred Forty (240) calendar days upon receipt of Notice to Proceed and Signed Contract

	Lot 3 – Within Two Hundred Forty (240) calendar days upon receipt of Notice to Proceed and Signed Contract

This addendum/Bid Bulletin **No. 1** is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on **01 December 2025**. This shall form an integral part of the BD**.**

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

1. Schedule of activities as discussed in the Pre-bidding Conference:

- Site Inspection: Starting 01 December 2025
- Deadline for the submission of written queries: **Wednesday, 03 December 2025**
- Issuance of Bid Bulletin No. 1–reply to queries: **Monday, 08 December 2025**
- Pre-Screening of Documents**: Friday, 12 December 2025**
- **Submission and opening of 2 envelopes: Monday, 15 December 2025, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

Revised Schedule:

- Issuance of Bid Bulletin No. 1–reply to queries: **Monday, 15 December 2025**
- Pre-Screening of Documents**: Friday, 19 December 2025**
- **Submission and opening of 2 envelopes: Monday, 22 December 2025, 10:00 a.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Amendments/Clarifications – Annex "A"

3. Documentary Requirements

a. **1st Envelope**

The following Eligibility requirements shall be applicable to any or all lots the bidder intend to participate:

a.1 PhilGEPS Certificate of Registration and membership.

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

a.2 PCAB License and Registration

License Category	B
Size Range	Medium A
Classification	General Building

a.3 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

For this project with Non-Disclosure Agreement, bidders are required to

disclose the projects and its details using Form-05 of the Bidding Documents.

a.4 Omnibus Sworn Statement**.**

The following Technical and Financial documents shall be submitted on a per lot basis. Please indicate on the document the corresponding lot number the bidder intends to participate:

a.5 Statement of Single Largest Completed Contract (SLCC) similar to the project to be bid, **with supporting documents**, equivalent to at least **50% of the ABC**, completed **within five (5) years** prior to the submission and opening of bids, adjusted by the bidder to current prices using PSA's consumer price index.

For this purpose, contracts similar to the Projects refers to contracts which have the same major categories of work, which shall be comprised of Civil-architectural, electro-mechanical and structured cabling works as detailed in the specifications and Bill of quantities (BoQ) Form.

SLCC should be a project without a Non-Disclosure Agreement.

a.6 NFCC Computation

a.7 JVA, in case of Joint Venture – Class "B" Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance;

a.8 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond **or** Bid Securing Declaration – form supplied)**.**

a.9 Technical Documents – project requirements- (with TPF if with design)

- Organizational Chart for the contract to be bid
- List of contractor's key personnel with resume
- List of contractor's equipment with supporting documents

b. **2nd envelope**

b.1 Bill of Quantities (form supplied) – Please refer to the attached file
b.2 Bid Form (form supplied) – pages 195 to 200
b.3 Cash Flow by Quarter
b.4 Detailed Estimates

c. **Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**

c.1 Registration Certificate from Security Exchange Commission, for corporation including Articles of Incorporation and General Information Sheet, Department of Trade and Industry for sole proprietorship, or Cooperative Development Authority for cooperatives or its equivalent documents.

c.2 2025 Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

c.3 Valid Tax Clearance per E.O. No. 398, s2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

c.4 Latest Audited Financial Statement filed through Electronic Filing and Payment System (EFPS)

c.5 Latest Income Tax Return filed through EFPS corresponding to the submitted Audited Financial Statement

c.6 Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last (6) months prior to the submission and opening of bids filed EFPS.

4. **Secretary's Certificate/Special Power of Attorney must clearly specify the name and position of the authorized representative who will:**

a. submit its bid; and
b. sign the contract (in case of award)

5. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).

6. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year.

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Bids and Awards Committee I

Annex "A"

BAC Resolution No. BB-2025-155
dated 15 December 2025