



Republic of the Philippines
SOCIAL SECURITY SYSTEM

East Avenue, Diliman Quezon City * Trunkline Number: (+632) 8709 7198
 Email: usssaptayo@sss.gov.ph * Website: www.sss.gov.ph



BIDS AND AWARDS COMMITTEE (BAC) III

PROJECT : MAINTENANCE SERVICES FOR DOMAIN NAME SERVERS
 (RE-ADVERTISEMENT)

ITB NO. : NGPA-SSS-GOODS 2025-024

SUBJECT : BID BULLETIN NO. 1

DATE : 15 DECEMBER 2025

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – 25 November 2025 to 02 December 2025
Approved Budget for the Contract (ABC) and Source of Fund	₱12,708,702.00 Approved 2025 Corporate Operating Budget under Maintenance and Other Operating Expense (MOOE) with Code PAP 2025-0300 of the Annual Procurement Plan (APP)
Price of BD (non-refundable)	₱11,500.00
Delivery/Completion Period	Within three (3) years from 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 **03 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:

- Deadline for the submission of written queries: **Friday, 05 December 2025**
- Issuance of Bid Bulletin No. 1–reply to queries: **Wednesday, 10 December 2025**
- Pre-Screening of Documents: **Friday, 12 December 2025**
- **Submission and opening of two (2) envelopes: Wednesday, 17 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 two (2) envelopes: Monday, 22 December 2025, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Amendments/Clarifications – “Annex A”

3. Documentary Requirements

1st Envelope

- a.1 PhilGEPS Certificate of Registration (Platinum Membership).

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

- a.2 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 projects with Non-Disclosure Agreement, bidders are required to disclose the projects and its details using Form-05 of the Bidding Documents.

- a.3 Bidders should have completed, within the period of five (5) years from the date of submission and receipt of bids, a Single Largest Completed Contract (SLCC) that is similar to the procurement project to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.

For this purpose, contracts similar to the Project shall be: Acquisition with maintenance and support services for Domain Name Server/s or maintenance services for Domain Name Server/s.

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

- a.4 NFCC Computation or committed Line of Credit (form supplied)

- a.5 Joint Venture Agreement (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 constitutes compliance)

a.6 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.7 Technical Documents – project requirement

a.7.1 Section VI – Schedule of Requirements (page 71)

a.7.2 Section VII – Statement of Compliance with the Technical Specifications (pages 73-74)

a.8 Omnibus Sworn Statement.

a.9 Foreign ownership limited to those allowed under the rules may participate in this Project, provided must submit any of the following:

a.9.1 Copy of Treaty, International or Executive Agreement; Or

a.9.2 Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

a.9.3 Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

a. 2nd envelope

b.1 Bid Form (form supplied) – pages 77-78

b.2 Price Schedule(s) / Bid Breakdown (form supplied) – page 79

b. 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.

Prepared by:



ROSALYN AZUL-CONDAT
Department Manager III
BAC Secretariat Department

Concurred by:



EMMYLOU G. CESAR
Chairperson
Technical Working Group

Approved by:



EDGAR B. CRUZ
Senior Vice-President &
Chairperson
Bids and Awards Committee III

“Annex A”

BB No.2025-152
dated 12 December 2025