



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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BIDS AND AWARDS COMMITTEE (BAC) III

PROJECT : HARD DRIVE SHREDDER
ITB NO. : ITB-NGPA-SSS-GOODS-2026-015
SUBJECT : BID BULLETIN NO. 1
DATE : 27 FEBRUARY 2026

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – 10 February 2026 to 17 February 2026
Approved Budget for the Contract (ABC) and Source of Fund	₱1,300,000.00 Approved 2026 Corporate Operating Budget with Code PAP 2026-0288 of the Annual Procurement Plan (APP)
Price of BD (non-refundable)	₱2,000.00
Delivery/Completion Period	Within sixty (60) calendar days from receipt of the Notice to Proceed/PO/JO

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 **18 February 2026**. This shall form an integral part of the BD.

Under Section 51.5.3 of the IRR of RA 12009, 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, 20 February 2026**
- Issuance of Bid Bulletin No. 1–reply to queries: **Wednesday, 25 February 2026**
- Pre-Screening of Documents: **Friday, 27 February 2026**
- **Submission and opening of two (2) envelopes: Wednesday, 04 March 2026, 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: **Friday, 27 February 2026**
- Pre-Screening of Documents: **Monday, 02 March 2026**
- **Submission and opening of two (2) envelopes: Friday, 06 March 2026, 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

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;

a.3 Statement of Single Largest Completed Contract (SLCC) that is similar to the procurement project to be bid, with supporting documents, equivalent to at least 50% of the ABC, completed within **eight (8) years prior to the submission and opening of bids, and whose value adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices.**

For this purpose, contracts similar to the Projects shall be: SUPPLY AND DELIVERY OF HARD DRIVE SHREDDER

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

a.4 Net Financial Contracting Capacity (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

a.6.1 Cash or Cashier’s/Manager’s Check - 2% of the ABC or

a.6.2 Surety Bond - 5% of the ABC or

a.6.3 Bid Securing Declaration

a.7 Technical Documents – project requirement

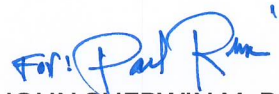
a.7.1 Section VI – Schedule of Requirements (page 70)

- a.7.2 Section VII – Statement of Compliance with the Technical Specifications (pages 71-73) and please refer to Annex A.
- 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.
- b. **2nd envelope**
 - b.1 Bid Form (form supplied) – pages 76-77
 - b.2 Bid Breakdown / Price Schedule (form supplied) – page 78
- 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 2026 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. The award shall be issued to the bidder whose offer has been determined as the Lowest Calculated and Responsive Bid (LCRB).
- 6. All documents requiring notarization must be notarized by the Notary Public personally, who is duly commissioned and authorized to perform notarial acts for the current year.

Prepared by:


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Department Manager II 
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Concurred by:


JOHN SHERWIN M. ROSARIO
Chairperson
Technical Working Group

Approved by:

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Vice-Chairperson
Bids and Awards Committee III

"Annex A"

BB No.2026-016
dated 27 February 2026

PROJECT: HARD DRIVE SHREDDER

A. QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	May we ask where the delivery site is, or where the hard drive shredder will be stationed?	Delivery and installation shall be at the SSS Main Office, East Avenue, Diliman, Quezon City.
2	Is it possible to request an extension for the delivery period from sixty (60) calendar days to ninety (90) calendar days?	Approved. The delivery period is hereby amended to ninety (90) calendar days from receipt of the Notice to Proceed. All provisions in the Schedule of Requirements referring to sixty (60) calendar days are hereby amended accordingly.
3	Question regarding the SLCC, is it specific to the Hard Drive Shredder?	Yes. The SLCC must be similar to the Supply and Delivery of Hard Drive Shredder.
4	Based on the warranty, it is stated that coverage is for one year. However, for the cutting head, the stated coverage period is five years. The bidding documents mention both preventive measures and remedial actions. Could you clarify which applies—the preventive measure or the remedial action?	All references to Preventive Maintenance in the Bidding Documents are hereby deleted. The warranty requirement shall be limited to corrective or remedial services only.
	In case it is the preventive measure, which warranty period will prevail—the one year or the five years?	The warranty coverage remains as follows: One (1) year comprehensive warranty for the Hard Drive Shredder unit and Five (5) years warranty for the cutting head, on a corrective/remedial basis only.
	Is the cutting head included in the preventive measure?	Preventive maintenance is not required. The cutting head is covered under the Five (5) year corrective/remedial warranty.
5	For instance, our shredder is not from Germany; it is from Italy or China. Would it be acceptable?	Yes, provided the unit complies with DIN 66399 standard (minimum required security level as specified in the Technical Specifications).
	Regarding the inspection, the 200 units will be inspected at SSS Main Office before being delivered to different regions, or will the inspection be conducted per region?	The first inspection will be conducted in your warehouse, and after delivery to the regions, another inspection will take place.
6	There is a large gap between the project price and the cost of our hard drive shredder. Could you let us know how you have already canvassed?	The Approved Budget for the Contract (ABC) was determined in accordance with applicable procurement laws and market study. No further disclosure shall be made.
7	I have a question regarding the Bid Securing Declaration Form: there are "Delete" and "Select" options. What should we do with that?	Bidders shall delete portions that are not applicable and retain only the appropriate statement.
	In the Bid Form template, there is a statement under letter B indicating select one, delete the other. Which sentence should we delete?	Delete the sentence: "I/We offer to execute the Works for this Contract in accordance with the PBD," since this procurement is for Goods.
	Under letter E, do we need to itemize and provide a breakdown specifying all applicable discounts and taxes?	The bid price shall be inclusive of all applicable taxes and charges. No separate breakdown is required.

B. WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
1	No written queries were received as of issuance of this Bid Bulletin.	N/A

C. AMENDMENT/S TO THE BIDDING DOCUMENT:

1	<p>Invitation to Bid (ITB) - Clause 2 – Page 9</p> <p>From: Delivery of the Goods is within sixty (60) calendar days from receipt of the Notice to Proceed/PO/JO.</p> <p>To: Delivery of the Goods is within ninety (90) calendar days from receipt of the Notice to Proceed/PO/JO.</p>
2	<p>Section VI - Schedule of Requirements - Delivery Schedule - Page 70</p> <p>From: Within sixty (60) calendar days from receipt of Notice to Proceed/PO/JO</p> <p>To: Within ninety (90) calendar days from receipt of Notice to Proceed/PO/JO</p>
3	<p>Special Conditions of Contract - Clause 16.1B – PERFORMANCE/ACCEPTANCE TESTING:</p> <p>From: The vendor shall deliver and complete installation of the goods within sixty (60) calendar days from receipt of the Notice to Proceed together with the signed Contract.</p> <p>To: The vendor shall deliver and complete installation of the goods within ninety (90) calendar days from receipt of the Notice to Proceed together with the signed Contract.</p>
4	<p>Special Conditions of Contract - Clause 17.3 - Warranty and Services Obligations:</p> <p>From:</p> <ol style="list-style-type: none"> 1. Warranty Coverage <ul style="list-style-type: none"> • The Service Provider shall provide a warranty of one (1) year for the Hard Drive Shredder unit and five (5) years for the cutting head. • The Service Provider shall provide preventive maintenance services during the warranty period. <p>To:</p> <ol style="list-style-type: none"> 1. Warranty Coverage The Service Provider shall provide a warranty of one (1) year for the Hard Drive Shredder unit and five (5) years for the cutting head.

5	<p>Price Schedule for Goods – Summary of Bid Process - Item 2, Page 78</p> <p>From: 2. One (1)-Year Warranty for the unit; Five (5)-Year Warranty on Cutting Head</p> <p>Both warranties shall cover preventive maintenance and remedial services for the duration of their respective periods, as stipulated under Section 17.3 of the Special Conditions of Contract.</p> <p>To: 2. The Hard Drive Shredder shall be covered by: • One (1) year comprehensive warranty for the entire unit • Five (5) years warranty for the cutting head</p> <p>The warranty shall be on a corrective/remedial basis only.</p>
6	<p>Section VII - Technical Specifications – Warranty – Page 73</p> <p>From: The Hard Drive Shredder shall be covered by a one (1) year warranty for the whole unit and five (5) years warranty for the cutting head. Preventive maintenance and remedial services are included during the warranty period.</p> <p>To: The Hard Drive Shredder shall be covered by: • One (1) year comprehensive warranty for the entire unit • Five (5) years warranty for the cutting head</p> <p>The warranty shall be on a corrective/remedial basis only.</p>
7	<p>All references to Preventive Maintenance in the Bidding Documents are hereby deleted.</p>