DISPOSAL COMMITTEE

GROUND RULES – ROXAS 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 **17 September 2026** from **8:00 AM – 5:00 PM** in one envelope (1st envelope), to the Chairperson, Disposal Committee, thru the Branch Administrative Section of SSS Roxas Branch, City Mall Annex Bldg., Arnaldo Blvd., Roxas City.

2. No pre-qualification documents shall be received after **5:01PM** of **17 September 2026** (Philippine Standard Time).

3. The Disposal Committee Chairperson shall open the bidding process on **18 September 2026** at **10:00 AM** 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:

<table>
<tr><th>BIDDERS</th><th>ANY PERSON</th><th>SOLE PROPRIETORSHIP</th><th>PARTNERSHIP</th><th>CORPORATION</th></tr>
<tr><td rowspan="3">REQUIREMENTS</td><td>Latest Income Tax Return*</td><td>DTI Certification</td><td>Articles of Partnership</td><td>Articles of Incorporation</td></tr>
<tr><td>Certificate of Employment with Compensation*</td><td colspan="3">2026 BPLO Certification / 2026 Mayor’s Permit</td></tr>
<tr><td colspan="4">Two (2) Valid government issued identification cards with photos and signature.</td></tr>
</table>

** 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 is 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.

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