DISPOSAL COMMITTEE

INSTRUCTION TO BIDDERS – ROXAS BRANCH

The prospective bidders are required to submit on **17 September 2026** from **8:00AM to 5:00PM** to the Chairperson, Disposal Committee, thru the Branch Administrative Section of SSS Roxas Branch, City Mall Annex Bldg., Arnaldo Blvd., Roxas City, the following eligibility requirement/ pre-qualification documents:

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*	2026 BPLO Certification/ 2026 Mayor's Permit		
	Two (2) Valid government issued identification cards with photos and signature.			

** Any of the two*

1. The pre-qualification information submitted by the prospective bidder is to be used in determining, according to the Disposal Committee's sole judgment and discretion, the eligibility and competence of the prospective bidder. The bidder, in submitting his/her qualification for review, waives any claim against the SSS that might arise with respect to any adverse decision that may be rendered thereon.

2. It is understood that if discrepancies are found in the pre-qualification information submitted, the same shall be considered unsatisfactory, and the prospective bidder shall be ineligible to bid until the discrepancies are satisfactorily explained.

3. Envelopes containing the eligibility requirements/pre-qualification documents should be titled "Application for Pre-qualification for Public Auction/Bidding for the Sale and Disposal of One (1) Lot Unserviceable Properties".

4. All bids/proposals/quotations shall be signed by the bidder enclosed in a sealed envelope and addressed to the Chairperson, Disposal Committee, Visayas West 2 Division, using the Bidder's Tender.

a. *The Bid Tender Form shall be accomplished in **two (2) copies**. All blank spaces shall be filled out properly and fully accomplished. It must contain all the information and data required.*

b. *Each erasure or change must be initialed by the person signing the bid/tender.*

c. *Unless otherwise stated in the call for bids, all bid prices must be in Philippine Currency.*

d. *Price quotations must be certain and definite in terms of amount. Bids with conditions which would tend to make the quoted price uncertain, like: subject to increase or decrease of the present rate of "exchange" or others of similar import, incorporated in the tender or offer shall not be considered.*

e. *Bid prices shall be written in words and figures. In case of discrepancy, the price in words shall prevail.*

f. *Bids shall be signed by a responsible officer of the company or firm authorized for the purpose whose name and designation must be clearly indicated in the bid. Bids not properly signed by the bidder or his duly authorized representative shall not be considered.*

g. The SSS assumes no obligation whatsoever to compensate or indemnify the bidders for any expenses or loss they may incur in the preparation of their proposals, nor does the SSS guarantee that an award will be made under those Bid Documents.

5. The Bid Security 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 sealed envelope, as a guarantee that the winning bidder shall, within five (5) calendar day from the receipt of the Notice of Award, enter into contract and furnish the required Performance Security, if applicable, for the faithful and complete compliance with the terms and conditions of the Contract.

6. A proposal without the required bidder's bond shall be rejected.

7. Bid Documents and Bid Tender Form shall be dropped in separate bid boxes located at the Administrative Section SSS Roxas Branch, City Mall Annex Bldg., Arnaldo Blvd., Roxas City on **17 September 2026** from 8:00AM to 5:00PM.

Withdrawal of bids shall be entertained prior to opening of bids. The withdrawal shall be in writing and duly signed by the bidder. If the withdrawal is found to be sufficient, the bid shall be returned to the bidder unopened. No bid can be withdrawn for any reason whatsoever after the opening of bids has commenced.

8. The bidder shall be responsible for having taken steps to carefully examine all the contract documents, to have fully informed him/herself of all the conditions, local and otherwise, relative to the carrying out of the provisions of the contract. Failure to do so will be at the bidder's risk.

9. It shall be the sole responsibility of the bidders to determine and satisfy themselves by such means they consider necessary or desirable in connection with all the matters pertaining to the auction.

10. The Disposal Committee shall not assume any responsibility regarding erroneous interpretations or conclusions obtained by the bidder out of the data furnished by the Committee.

11. The SSS reserves the right to fully examine the eligibility, competence and responsibility of the bidder at any time before the award of contract by any means and to reject any bid when there is material misrepresentation in the documents submitted.

12. Bids will be opened on **18 September 2026** at **10:00AM**.

13. Within three (3) working days after the opening of the bids, the Disposal Committee shall evaluate all the proposals submitted. The contract will be awarded to the bidder with the highest bid price and whose bid is advantageous to the SSS.

14. The SSS reserves the right to reject any or all bids, to waive any formality in the bids received, and to disregard any bid which is obviously non-conforming with the requirements. The right is also reserved to reject the bid of the bidder who (a) has previously failed to satisfactorily perform or complete any contract undertaken by him/her; (b) was pre-qualified based on suppressed false information.

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