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

BAGONG PILIPINAS

INVITATION TO BID FOR DOCUMENT SIGNING SOLUTION (ITB-NGPA-SSS-GOODS-2026-085)

1) The *Social Security System,* through the *2026 Corporate Operating Budget with Code (PAP) 2026-0258 (Update for the Month of May) of the Annual Procurement Plan (APP)* intends to apply the sum of *Four Hundred Eight Million Six Hundred Thirteen Thousand Four Hundred Fifty-Seven Pesos (₱408,613,457.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the *Document Signing Solution for a period of three (3) years, broken down as follows:*

   Year 1: ₱ 131,145,833.00
   Year 2: ₱ 135,350,060.00
   Year 3: ₱ 142,117,564.00

   Bids received in excess of the ABC for each year and/or the total ABC shall be automatically rejected at bid opening.

2) The *SSS* now invites bids for *Document Signing Solution.* Delivery of the Goods is required *within one hundred fifty (150) calendar days from receipt of Notice to Proceed and Signed Contract.*

3) Bidders should have completed, within a period of five (5) years prior to the date of submission and receipt of bids, any of the following:

   a. 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; or

   b. A combination of contracts completed within the same period, provided their total value is at least fifty percent (50%) of the ABC, to wit:

      i. The bidder should have completed at least one (1) similar contract amounting to at least 25% of the ABC; and

      ii. The bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.

   The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

4) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

5) The award criteria to be adopted for this Project is Lowest Calculated and Responsive Bid (LCRB), where the considerations for the award of contracts are the eligibility of the bidder, the responsiveness of its bid to technical requirements, and the lowest financial bid.

6) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

   In case of Joint Venture, persons or entities forming themselves into a joint venture, i.e., a group of two (2) or more persons or entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA: Provided further, That the primary purpose of each member of the joint venture must be similar or related to the requirement of the project to be bid out.

7) Interested Bidders may obtain further information from *SSS* and inspect the Bidding Documents at the address given below from *Monday to Friday, 8:00 a.m. to 5:00 p.m.*

8) A complete set of Bidding Documents may be acquired by interested Bidders on **10 September 2026** from the address given below upon payment of the applicable fee for the Bidding Documents, in the amount of **₱**50,**000.00.**

   The mode of payment will be on a cash basis payable at the SSS Cash Management Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

   It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

9) The *SSS* will hold a Pre-Bid Conference on **18 September 2026 (Friday), 10:00a.m**. at *Bidding Room, 11th Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City* and/or through video conferencing via *Microsoft Teams,* which shall be open to prospective Bidders.

10) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or before **30 September 2026 (Wednesday) at 2:00p.m**. Late bids shall not be accepted.

11) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.

12) Bid opening shall be on **30 September 2026 (Wednesday), 2:00p.m.** at *Bidding Room, 11th Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City* and/or via *Microsoft Teams.* Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

13) The SSS warns the public and bidders against unscrupulous individuals or groups posing as SSS officers or employees and soliciting money, gifts, favors, or other benefits for alleged assistance or any purpose. DO NOT GIVE anything to these unscrupulous individuals or groups. The SSS enjoins the cooperation of the public and bidders in reporting such persons/groups to the SSS Bids and Awards Committee (BAC) and the BAC Secretariat.

14) The *SSS* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

15) For further information, please refer to:

Rosalyn D. Azul-Condat
Bids and Awards Committee Secretariat Department
11th Floor., SSS Main Bldg., East Ave., Diliman, Quezon City
Tel. Nos. (632) 8922-1070; 8709-7198 local 3424/3420
*Email – **bac@sss.gov.ph***

16) You may visit ***https://ww.sss.gov.ph/opportunities*** for downloading of Bidding Documents.

10 September 2026

THE VICE-CHAIRPERSON
BIDS AND AWARDS COMMITTEE