SOCIAL SECURITY SYSTEM

# TERMS OF REFERENCE

**THREE-YEAR FLEET CARD PROGRAM FOR MINDANAO OPERATIONS GROUP, NCR OPERATIONS GROUP, AND VISAYAS OPERATIONS GROUP**
**(NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS)**

**INP-NGPA-SSS-GOODS-2026-001**

SEPTEMBER 2026

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

# INVITATION FOR NEGOTIATED PROCUREMENT
## THREE-YEAR FLEET CARD PROGRAM FOR MINDANAO OPERATIONS GROUP, NCR OPERATIONS GROUP, AND VISAYAS OPERATIONS GROUP (NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS)

(INP-NGPA-SSS-GOODS-2026-001)

1) In view of the two (2) failed biddings, the ***Social Security System (SSS)*** invites interested suppliers to participate in the negotiation for the above project in accordance with Section 35.1 of the Implementing Rules and Regulations (IRR) of Republic Act 12009 (R.A. 12009), otherwise known as the "New Government Procurement Act".

2) The ***SSS***, through the *Approved 2026 Corporate Operating Budget with Code PAP 2026-0454, 2026-0455 and 2026-0456 of the Annual procurement Plan*, intends to apply the sum **of One Hundred Forty-Eight Million Fifty-Nine Thousand and Fifty-five Pesos (₱148,059,055.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for ***Three (3)- Year Fleet Card Program,*** broken down as follows:

| LOT NO. | Project Title | Approved Budget for the contract |
|---|---|---|
| 1 | Mindanao Operations Group (MOG) | Total – ₱ 57,800,457.00<br>Year I – ₱18,334,800.00<br>Year II – ₱19,251,540.00<br>Year III – ₱20,214,117.00 |
| 2 | NCR Operations Group (NCROG) | Total – ₱ 40,564,354.00<br>Year I – ₱12,867,360.00<br>Year II – ₱13,510,728.00<br>Year III – ₱14,186,266.00 |
| 3 | Visayas Operations Group (VOG) | Total – ₱ 49,694,244.00<br>Year I – ₱15,763,440.00<br>Year II – ₱16,551,612.00<br>Year III –₱17,379,192.00 |

For more details on this project, please refer to the attached Terms of Reference and Forms **(Annex "A").**

3) The presentation/negotiation of the Technical and Financial Requirements of the Project is scheduled on 14 September 2026 (Monday) at 2:00 p.m., Bidding Room, 11th Floor, SSS Main Building, East Avenue, Diliman, Quezon City.

4) 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.

5) 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.

6) 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***

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

**09 September 2026**

**THE CHAIRPERSON**
**BIDS AND AWARDS COMMITTEE**

## A. DOCUMENTARY REQUIREMENTS

| | PARTICULARS |
|---|---|
| 1. | PhilGEPS Certificate of Registration (Platinum Membership). |
| 2. | 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. |
| 3. | 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. |
| 4. | Valid Tax Clearance per E.O. No. 398, s2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). |
| 5. | Compliance with the Schedule of Requirements (Letter F) |
| 6. | Compliance with the Technical Specifications (Letter G) |
| 7. | Bid Form (Per Lot) |
| 8. | Price Schedule (Per Lot) |
| 9. | Bid Securing Declaration (Per Lot) |
| 10. | Omnibus Sworn Statement (To be supported by duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable) |

## B. SCOPE OF SERVICES

1. The Fleet Card Service Provider (FCSP) shall provide the fuel requirements of Mindanao/NCR/Visayas Operations Group service vehicles.

2. The FCSP must:

   i. The Service Provider shall maintain a nationwide network of accredited fleet-card service stations sufficient to meet SSS operational needs. All accredited stations shall honor the fleet card during their operating hours and dispense fuel to SSS service vehicles in accordance with the Contract's terms. The Supplier shall provide and keep updated a list/map of accredited stations, including operating hours and acceptance capabilities (fleet-card POS/terminal), and immediately notify SSS of any changes.

   ii. The Service Provider shall comply with the minimum number of gas stations accredited/enrolled under the fleet card program within the following areas:

      a. At least seventy (75) gas stations within Metro Manila;

      b. At least fifty (50) gas stations within Visayas;

      c. At least fifty (50) gas stations within Mindanao.

   iii. Have a web-based program for data tracking or monitoring, reflecting detailed and summarized transactions;

   iii. Ensure that the FCP is protected from hacking, fraud, unauthorized use, transaction tampering, illegal cloning, copying or counterfeiting and accidental deletion of fleet records and other similar acts;

   iv. Ensure that fleet card transactions can be processed in fleet card sites in remote areas with no available internet connections and telephone lines;

   **v.** Have at least one (1) fleet card site in the town or city address of each participating branch and office in the area be accepted in all fleet card sites; **(See Annex 1, 2 and 3 for the list of participating branches/offices and their addresses.)**

   vi. Provide a list of all stations/sites offering fleet card services detailing the fleet card sites' names and addresses;

   vii. Give free 24-hour towing services and roadside assistance to all service vehicles enrolled in the FCP;

   viii. Ensure that card fees, joining fees and other charges shall be free of charges/waived;

   ix. Ensure that FCP has no handling fees;

   x. Ensure that the FCP has no minimum monthly purchase/consumption.

3. Only the service vehicle indicated in the fleet card shall be allowed to avail of the fuel within the limitations categorically stated herein;

4. The increase and decrease in the number, and replacement of service vehicles under the FCP shall be allowed.

5. The FCSP shall be responsible in dispensing and making available at all times and at all fleet card stations/sites for the duration of the Contract, under the terms and conditions most advantageous to the SSS

6. Fleet Card Invoicing and Billing

   i. Cashless purchase diesel.
   ii. The service provider shall issue proof of purchase for every transaction.
   iii. Billing system shall be computer-generated.
   iv. Issuance of billing statements to SSS shall be within fifteen (15) calendar days after the end of the applicable billing month, accompanied by a monthly report (electronic and/or signed printed copy).
   v. Billing statement must be on a per vehicle basis.
   vi. All details in the Statement of Account (SOA) must be complete and accurate.

7. Payment System

   i. Monthly Billing Cycle

   ii. Proof of purchase shall be issued for every transaction.

   iii. Settlement/Billing is through the Division Offices.

   iv. Applicable withholding tax shall be deducted from the monthly payment.

   v. During contract implementation, peso discount per liter offered by the bidder shall be applied to the pump price per liter either at the point of purchase or through the monthly billing statement, provided the discount is clearly itemized and auditable.

   vi. The amount per liter of fuel to be charged to SSS shall be based on the pump price at the time of purchase, provided however that the pump price is within the prevailing market/retail/pump prices as published in the DOE website.

   vii. Actual fuel quantities supplied may increase or decrease depending on prevailing pump prices and actual fuel requirements, provided that the total payments made under the contract shall not exceed the awarded contract amount. The awarded discount per liter shall be applied throughout the contract period.

   viii. Payment period is within thirty (30) calendar days upon receipt of the complete and correct billing documents as required by SSS

   ix. Payment is VAT inclusive.

8. Fleet Card Reports

   i. Provide the following reports, such as but not limited to:
      a. Card transaction details and analysis
      b. Fuel consumption report
   ii. Reports can be accessed and downloaded through the internet.
   iii. Internet web module must be available for SSS authorized personnel through secured log-on access.

## C. RESPONSIBILITIES OF FLEET CARD SERVICE PROVIDER

1. The service provider shall allow the supply of diesel to the service vehicles enrolled/listed in the Fleet Card Program, in all of its fleet card sites

2. The service station/branch shall load fuel only to the vehicle indicated in the fleet card (plate number, petroleum products, i.e. diesel).

3. At the time of each fuel transaction, the gas station attendant shall record the vehicle's odometer reading, which shall be verified by the authorized SSS service vehicle driver. The verified odometer reading shall form part of the transaction record and shall be reflected in the corresponding billing report.

4. A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn

5. The Statement of Account (SOA) should be accurate with the receipt/invoice issued by the service station.

6. Ensure that the fleet card transaction slip accurately reflects any and all purchases charged to the fleet card.

7. Supply of fuel shall be made by the supplier in accordance with the terms specified in the Schedule of Requirements.

8. Replacement of dilapidated/worn-out fleet cards shall be within seven (7) calendar days from receipt of report/request.

9. Additional cards must be delivered within **seven (7)** calendar days upon receipt of request.

10. Issuance of Billing statements to SSS shall be within fifteen (15) calendar days after the end of the applicable billing month, accompanied by a monthly report (electronic and/or signed printed copy.) Billing statement must be on a per vehicle basis.

11. Issuance of the corresponding Official Receipt on payments made by SSS

12. All cards shall be delivered at the Mindanao, Visayas and NCR Operations Group respective offices.

13. The participating fuel stations and/or petroleum companies within the bidder's network shall be duly registered, licensed, or authorized by the Department of Energy (DOE), as applicable, to engage in the sale and distribution of petroleum products.

## D. TERMS OF PAYMENT

The terms of payment shall be monthly basis which shall be credited to the LANDBANK or DBP or any choice of bank account subject to applicable bank charges of the SERVICE PROVIDER.

The payment shall be subject to retention of withholding tax and other applicable taxes in accordance with existing laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.

During contract implementation, peso discount per liter offered by the bidder shall be applied to the pump price per liter either at the point of purchase or through the monthly billing statement, provided the discount is clearly itemized and auditable.

The amount per liter to be charged to SSS shall be based on the pump price at the time of purchase, provided however that the pump price is within the prevailing market/retail/pump price as published in the Department of Energy (DOE) website.

Actual fuel quantities supplied may increase or decrease depending on prevailing pump prices and actual fuel requirements, provided that the total payments made under the contract shall not exceed the awarded contract amount. The awarded discount per liter shall be applied throughout the contract period.

## E. LIABILITY OF THE SUPPLIER

1. CONFIDENTIALITY. Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to

obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.

2. MERGER AND CONSOLIDATION. In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement.

3. FORCE MAJEURE. SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

   For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

   If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.

4. NON-ASSIGNMENT. SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.

5. WAIVER. Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

6. CUMULATIVE REMEDIES. Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.

7. NO EMPLOYER-EMPLOYEE RELATIONSHIP. It is expressly and manifestly understood and agreed upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER.

   The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.

8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.

9. COMPLIANCE WITH SS LAW. SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from SUPPLIER's receivables under this Agreement.
   Further, prescription does not run against SSS for its failure to demand SS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.

10. COMPLIANCE WITH LABOR LAWS. SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

    It is further agreed that, **prior to the release of the final payment** by SSS to the SUPPLIER, its President or duly authorized representative shall submit a sworn statement **or, in the alternative, supporting documents, such as payroll summaries or proof of statutory remittances,** showing that all monies due to **personnel directly deployed or engaged in the implementation of the PROJECT**, as well as all benefits required by law and other applicable labor legislation, have been paid by the SUPPLIER, which shall assume full responsibility therefor.

11. COMPLIANCE WITH TAX LAWS. SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of

the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.

As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.

12. LIQUIDATED DAMAGES. If SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.

13. HOLD FREE and HARMLESS. SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.

    SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to SUPPLIER's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER's obligations under this Agreement.

14. SETTLEMENT OF DISPUTES. If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

    If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the "Arbitration Law" and RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," in order to settle their disputes.

    No arbitration in respect of this matter may be commenced unless such notice is given.

    Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.

15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.

16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.

17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.

18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.

19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.

20. TERMINATION FOR BREACH OF CONTRACT
    The Procuring Entity may terminate for breach of contract when the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity, pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price, consistent with the provision of this IRR on liquidated damages. The Procuring Entity may likewise impose appropriate sanctions therein.

21. TERMINATION DUE TO FORCE MAJEURE
    For purposes of this Contract, the terms “force majeure” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean as an event which the Supplier could not have been foreseen, or though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions, and any other causes the effect/s of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

    The Procuring Entity may terminate this Contract and impose liquidated damages when, as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the Contract Price, for a period of not less than sixty (60) calendar days, or earlier, as deemed necessary by the Procuring Entity, after receipt of the written notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased.

    The Supplier shall not be subject to forfeiture of its performance security, payment of liquidated damages, or contract termination due to force majeure, provided that the Supplier’s delay in performance or other failure to perform its obligations under this Contract is the result of a force majeure.

    If a force majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity, the Supplier shall continue to perform its obligations under the Contract as far as may be practicable, when not prevented by the force majeure, and shall seek all reasonable alternative means in the performance of its obligation.

22. TERMINATION FOR CONVENIENCE

22.1 The Procuring Entity, through a written notice sent to the Supplier, may terminate this Contract, in whole or in part, at any time, if it has determined the existence of any of the following conditions that make contract implementation economically, financially, or technically impractical or unnecessary:

a. When physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE;

b. When the HoPE has determined the existence of conditions that make project implementation impractical or unnecessary, such as, but not limited to, fortuitous event/s, changes in laws, and government policies;

c. When funding for the Project has been withheld or reduced by higher authorities through no fault of the Procuring Entity; or

d. Any circumstance analogous to the foregoing.

22.2 The Goods that have been performed or are ready to be delivered or performed within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices thereof. For Goods not yet delivered, performed and/or ready to be delivered or performed, the Procuring Entity may elect:

a. To have any portion delivered and/or performed and paid at the contract terms and prices thereof; or

b. To cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

23. TERMINATION FOR UNLAWFUL ACTS

The Procuring Entity may terminate this Contract in case it is determined prima facie that the Supplier, including any joint venture partner therein, has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

a. Corrupt, fraudulent, collusive, and coercive practices as defined in ITB

b. Drawing up or using forged documents;

c. Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

d. Any other act analogous to the foregoing.

# F. SCHEDULE OF REQUIREMENTS

The delivery schedule, expressed in weeks or months, indicates the required delivery date which shall be understood as the date the Goods are to be delivered to the project site.

| Lot No. | Description | Quantity | Total | Delivered, Weeks/Months |
|---|---|---|---|---|
| Lot No. I | **Three Year Fleet Card Program for Mindanao Operations Group** | | | Three (3) years from receipt of Notice to Proceed and signed contract |
| | Fleet Cards | **52** pcs (BSV's) + **4** pcs Administrative Card (Mindanao Division Offices) | **56** pcs | Within 15 calendar days from receipt of Notice to Proceed and signed contract |
| Lot No. II | **Three Year Fleet Card Program for NCR Operations Group** | | | Three (3) years from receipt of Notice to Proceed and signed contract |
| | Fleet Cards | **61** pcs (BSV's) + **4** pcs Administrative Card (NCR Division Offices) | **65** pcs | Within 15 calendar days from receipt of Notice to Proceed and signed contract |
| Lot No. III | **Three Year Fleet Card Program for Visayas Operations Group** | | | Three (3) years from receipt of Notice to Proceed and signed contract |
| | Fleet Cards | **51** pcs (BSV's + **4** pcs Administrative Card (Visayas Division Offices | **55** pcs | Within 15 calendar days from receipt of Notice to Proceed and signed contract |

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Notes:

Please see Annex 1 (Mindanao), Annex 2 (NCR) and Annex 3 (Visayas) for the list of participating Branches and Offices with their addresses.

Quantities indicated are indicative numbers and for bidding purposes only. ***The SSS may increase or decrease the required quantities for any reason, and in such event, there shall be a corresponding upward or downward adjustment in the total amount as may be agreed upon by the parties provided that the resulting cost of said increase shall not exceed the Contract Price***.

Additional fleet cards as may be required shall be free of charge and delivered within seven (7) calendar days from receipt of a written request from the SSS.

# G. TECHNICAL SPECIFICATIONS

| Item | Specification | Statement of Compliance | Annex |
|---|---|---|---|
| *Bidders must state "Comply" or "Not Comply" for each specification and provide the corresponding performance parameters for offered equipment. Each response must be supported by a clear documentary support in the bid and properly cross-referenced. Acceptable evidence includes unaltered manufacturer sales brochures, official specification sheets, product samples, independent test results, and similar documents.*<br><br>*Claims should be backed by documentary support. If the evidence contradicts the claim, the bid may be rejected. Any false statement—whether in the compliance form or supporting documents—found during evaluation, post-qualification, or contract implementation may be considered fraudulent in accordance with ITB Clause 3.1(a)(ii) and without prejudice to the imposition of appropriate administrative, civil, and criminal penalty in accordance with law.* | | | |
| 1 | **Fuel Supply**<br>- Diesel<br>- Euro 4 compliant<br>- Clean Air Act of 2014 compliant to sulfur content<br>- Water content (%vol.); 0.1 maximum<br>- Biodegradable and Non-toxic<br>- Must comply with the PNS/DOE QS 004:2003 Diesel Oils<br><br>Fleet Card Service Provider must provide proofs or certification/s showing the specified requirements of compliance | | |
| 2 | **Fleet Card Design**<br>Fleet Card must have the following details:<br>- Card Number<br>- Division and Branch Name<br>- Company Name<br>- Vehicle details (type of vehicle and plate number)<br>- Product Restrictions (Type of Fuel)<br>- Expiry date | | |

| | | | |
|---|---|---|---|
| | Fleet Card Service Provider must submit sample of current or previous Card Designs of implemented or ongoing contract/s as to the details stated herein. | | |
| 3 | **Fleet Card Customization**<br>Must have the following control features:<br>- Product Restrictions<br>- Purchase limits<br>- Can be deactivated and/or reactivated upon request<br>- Vehicle-Specific option<br>Fleets Cards can be used in any of the fleet card affiliated service stations of the Supplier.<br>The Fleet Card Service Provider must submit certification on the provision of the stated requirements. | | |

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

# H. FORMS

# Bid Form for Procurement of Goods

***[Note: The duly accomplished form shall be submitted with the Bid]***

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**BID FORM**

Project Identification No.: *INP-NGPA-SSS-GOODS-2026-001*

**Lot I - Mindanao Operations Group (MOG)**

*To:* ***SOCIAL SECURITY SYSTEM***
*East Avenue, Diliman, Quezon City*

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project [Project Title];

b) Select one, delete the other

- I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements.

- I/We offer to execute the Works for this Contract in accordance with the PBD;

c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*

d) The discounts offered and the methodology for their application, if any, are: *[insert information];* or indicate N/A if no discount offered]

e) The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the *[Select one, delete the other:* the Price Schedules/ Detailed Estimates].

f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;

g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

# Bid Form for Procurement of Goods

***[Note: The duly accomplished form shall be submitted with the Bid]***

---

**BID FORM**

Project Identification No.: INP-NGPA-SSS-GOODS-2026-001

**Lot II - NCR Operations Group (NCROG)**

*To:* ***SOCIAL SECURITY SYSTEM***
*East Avenue, Diliman, Quezon City*

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project [Project Title];

b) Select one, delete the other

- I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements.

- I/We offer to execute the Works for this Contract in accordance with the PBD;

c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*

d) The discounts offered and the methodology for their application, if any, are: *[insert information];* or indicate N/A if no discount offered]

e) The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the *[Select one, delete the other:* the Price Schedules/ Detailed Estimates].

f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;

g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

# Bid Form for Procurement of Goods

***[Note: The duly accomplished form shall be submitted with the Bid]***

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## BID FORM

Project Identification No.: INP-NGPA-SSS-GOODS-2026-001

**Lot III - Visayas Operations Group (VOG)**

*To:* ***SOCIAL SECURITY SYSTEM***
*East Avenue, Diliman, Quezon City*

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project [Project Title];

b) Select one, delete the other

- I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements.

- I/We offer to execute the Works for this Contract in accordance with the PBD;

c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*

d) The discounts offered and the methodology for their application, if any, are: *[insert information];* or indicate N/A if no discount offered]

e) The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the *[Select one, delete the other:* the Price Schedules/ Detailed Estimates].

f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;

g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

## Price Schedule(s)/Bid Breakdown

### Lot I – Mindanao Operations Group

**Name of Bidder: _____**

**Project Identification No.: INP-NGPA-SSS-GOODS-2026-001**

| Year & Cost Component | Approved Budget for the Contract (ABC)<br><br>A | Pump Price Per Liter (Peso)<br><br>B | Estimated Quantity<br><br>C= A/B | Unit of Measure | Discount Per Liter<br><br>(Peso)<br><br>D | Total Bid Price Net of Discount<br><br>E= C*(B-D) |
|---|---|---|---|---|---|---|
| 1st Year | ₱ 18,334,800.00 | | | Liters | | |
| 2nd Year | ₱ 19,251,540.00 | | | Liters | | |
| 3rd Year | ₱ 20,214,117.00 | | | Liters | | |
| | | | | | **Total Bid Price for 3 Years** | |

**Applicable Taxes Included in the Bid Price:**

☐ **VAT**

☐ **Local Taxes**

☐ **Other Fiscal Levies and Duties**

**Please specify: _____**

**Notes:**

1. Any bid exceeding the ABC per year shall not be accepted.

2. All required items/field in the bid breakdown must be filled up. Failure to indicate any of the following shall mean outright disqualification since bid is considered non-responsive.

   - If the item is given for free, indicate dash (-), zero (0) or free
   - If the item is not applicable, indicate N/A

3. Non-compliance with the following requirements shall also be a ground for disqualification:

a. All financial documents (Bid Form and Bid Breakdown) shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

b. The bid proposal must be inclusive of all applicable taxes, which shall be itemized in the bid form and reflected in the Price Schedule.

c. The warranty requirement shall be at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

## Price Schedule(s)/Bid Breakdown

### Lot II – NCR Operations Group

**Name of Bidder: _____**

**Project Identification No.: INP-NGPA-SSS-GOODS-2026-001**

| Year & Cost Component | Approved Budget for the Contract (ABC)<br><br>A | Pump Price Per Liter (Peso)<br><br>B | Estimated Quantity<br><br>C= A/B | Unit of Measure | Discount Per Liter<br><br>(Peso)<br><br>D | Total Bid Price Net of Discount<br><br>E= C*(B-D) |
|---|---|---|---|---|---|---|
| 1st Year | ₱ 12,867,360.00 | | | Liters | | |
| 2nd Year | ₱ 13,510,728.00 | | | Liters | | |
| 3rd Year | ₱ 14,186,266.00 | | | Liters | | |
| | | | | **Total Bid Price for 3 Years** | | |

**Applicable Taxes Included in the Bid Price:**

☐ **VAT**

☐ **Local Taxes**

☐ **Other Fiscal Levies and Duties**

**Please specify: _____**

**Notes:**

1. Any bid exceeding the ABC per year shall not be accepted.

2. All required items/field in the bid breakdown must be filled up. Failure to indicate any of the following shall mean outright disqualification since bid is considered non-responsive.

   - If the item is given for free, indicate dash (-), zero (0) or free
   - If the item is not applicable, indicate N/A

3. Non-compliance with the following requirements shall also be a ground for disqualification:

a. All financial documents (Bid Form and Bid Breakdown) shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

b. The bid proposal must be inclusive of all applicable taxes, which shall be itemized in the bid form and reflected in the Price Schedule.

c. The warranty requirement shall be at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

## Price Schedule(s)/Bid Breakdown

### Lot III – Visayas Operations Group

**Name of Bidder: _____**

**Project Identification No.: INP-NGPA-SSS-GOODS-2026-001**

| Year & Cost Component | Approved Budget for the Contract (ABC)<br><br>A | Pump Price Per Liter (Peso)<br><br>B | Estimated Quantity<br><br>C= A/B | Unit of Measure | Discount Per Liter<br><br>(Peso)<br><br>D | Total Bid Price Net of Discount<br><br>E= C*(B-D) |
|---|---|---|---|---|---|---|
| 1st Year | ₱ 15,763,440.00 | | | Liters | | |
| 2nd Year | ₱ 16,551,612.00 | | | Liters | | |
| 3rd Year | ₱ 17,379,192.00 | | | Liters | | |
| | | | | | **Total Bid Price for 3 Years** | |

**Applicable Taxes Included in the Bid Price:**

**☐ VAT**

**☐ Local Taxes**

**☐ Other Fiscal Levies and Duties**

**Please specify: _____**

**Notes:**

1. Any bid exceeding the ABC per year shall not be accepted.

2. All required items/field in the bid breakdown must be filled up. Failure to indicate any of the following shall mean outright disqualification since bid is considered non-responsive.

   - If the item is given for free, indicate dash (-), zero (0) or free
   - If the item is not applicable, indicate N/A

3. Non-compliance with the following requirements shall also be a ground for disqualification:

a. All financial documents (Bid Form and Bid Breakdown) shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

b. The bid proposal must be inclusive of all applicable taxes, which shall be itemized in the bid form and reflected in the Price Schedule.

c. The warranty requirement shall be at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

# Omnibus Sworn Statement Form

***[Note: The duly accomplished form shall be submitted with the Bid]***

---

## OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *THREE-YEAR FLEET CARD PROGRAM FOR MINDANAO OPERATIONS GROUP, NCR OPERATIONS GROUP, AND VISAYAS OPERATIONS GROUP (NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS) of the SOCIAL SECURITY SYSTEM* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *THREE-YEAR FLEET CARD PROGRAM FOR MINDANAO OPERATIONS GROUP, NCR OPERATIONS GROUP, AND VISAYAS OPERATIONS GROUP (NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS)* of the *SOCIAL SECURITY SYSTEM*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *THREE-YEAR FLEET CARD PROGRAM FOR MINDANAO OPERATIONS GROUP, NCR OPERATIONS GROUP, AND VISAYAS OPERATIONS GROUP*

*(NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS)* of the *SOCIAL SECURITY SYSTEM*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project

consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

   *Select one, delete the rest:*

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *THREE-YEAR FLEET CARD PROGRAM FOR MINDANAO OPERATIONS GROUP, NCR OPERATIONS GROUP, AND VISAYAS OPERATIONS GROUP (NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS)*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to ***[Name of Bidder]***, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

## Secretary's Certificate (Corporation)

REPUBLIC OF THE PHILIPPINES]
**NAME OF CITY**] S.S

**SECRETARY'S CERTIFICATE**

I, **<NAME OF CORPORATE SECRETARY>**, of legal age, **<Civil Status>**, Filipino citizen and with business at **<Company Address>,** after being duly sworn, hereby depose and state that:

1. I am the Corporate Secretary of **<** *insert* **COMPANY NAME>,** a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at < *insert* **Office Address>.**

2. As the Corporate Secretary, I have custody and access to the records of the Corporation.

3. I am familiar with the facts herein certified and duly authorized to certify the same.

4. I hereby certify that during a regular meeting of the Board of Directors of the Corporation held on **<Date of Meeting>,** at which meeting a quorum was present, the following Resolution**/s was/were** unanimously passed, approved and adopted:

   a) RESOLVED that **<** *insert* **COMPANY NAME>**, authorized and empowered the following to participate in the bidding for the **THREE-YEAR FLEET CARD PROGRAM FOR MINDANAO OPERATIONS GROUP, NCR OPERATIONS GROUP, AND VISAYAS OPERATIONS GROUP (NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS)** of the **SOCIAL SECURITY SYSTEM:**

   | NAME | POSITION/DESIGNATION | SIGNATURE |
   |---|---|---|
   | **1.** | | |
   | **2.** | | |

   b) **RESOLVED FURTHER that**, if awarded the Contract, the following **is/are** granted full power and authority to enter into contract with the S**OCIAL SECURITY SYSTEM:**

   | NAME | POSITION/DESIGNATION | SIGNATURE |
   |---|---|---|
   | **1.** | | |
   | **2.** | | |

   c) **RESOLVED FURTHERMORE** that, the designated representative**/s** of the Corporation has/have the full power to perform any and all acts necessary and/or to represent the Corporation as fully and effectively as the Corporation might do if personally present, and hereby satisfying and confirming all the said representative**/s** shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ____ at **<CITY>.**

_____
NAME & SIGNATURE of Corporate Secretary

SUBSCRIBE AND SWORN to before me this ___ day of _____ at **<CITY>**, affiant having exhibited to me his/her <Government Issued ID and details [issued by, date and place issued if applicable]).

Doc No. _____
Page No. _____
Book No. _____
Series of _____

**Secretary's Certification (Joint Venture)**

REPUBLIC OF THE PHILIPPINES)
_____CITY )S.S.

**SECRETARY'S CERTIFICATE**

I, **NAME OF CORPORATE SECRETARY**, Corporate Secretary of **Name of the Leading Company / Partnership / Sole Proprietorship** (the **"Company" / "Partnership" / "Sole Proprietorship"**), a corporation duly organized and existing under Philippine Laws, with principal office address at _____, Philippines, hereby certify that at a meeting of the **Board of Directors of the Company / Managing Partners or Partners of the Partnership / headed by the Sole Proprietor** held on **Date of Meeting**, at which a quorum was present and acting throughout, the following resolution/s was/were duly approved and adopted:

"RESOLVED, that **Name of the Leading Company/Partnership/Sole Proprietorship** (the **"Company" / "Partnership" / "Sole Proprietorship"**) be, and is hereby, authorized to represent the Joint Venture with **Name of the Company / Partnership / Sole Proprietorship** (the "Joint Venture") for the purpose of participating in the **mode of procurement** conducted by Social Security System (SSS) (the "Procuring Entity") for the procurement of **NAME OF PROJECT** with Bid Reference Number _____ (the "Project");

RESOLVED FURTHER, that the **Company/Partnership/Sole Proprietorship** granted full power and authority to the following officer/s and executive/s on behalf of the Joint Venture for the Project:

| **Name** | **Position** |
|---|---|

RESOLVED FURTHER, that the **Company/Partnership/Sole Proprietorship** is authorized to agree on the terms and conditions of, sign and deliver the Contract with the SSS on behalf of the Joint Venture for the Project, pursuant to an award by the Procuring Entity of the Contract for the Project to the Company as the winning bidder:

| **Name** | **Position** |
|---|---|

RESOLVED FINALLY, that the Procuring Entity is authorized to rely and act on the basis of the foregoing resolution/s which shall remain effective and binding until the mandate herein contained has been fully accomplished or a written notice of any amendment or revocation hereof shall have been given to and received by the Procuring Entity."

IN WITNESS WHEREOF, I have hereunto set my hand this _____ at _____ City, Philippines.

**NAME OF CORPORATE SECRETARY**
Corporate Secretary

SUBSCRIBED AND SWORN to before me on this _____ at _____City, Philippines, affiant exhibited to me his/her **Competent Evidence of Identity with details of validity (date and place of issuance, with the name of the issuing office)**.

Doc No. _____;
Page No. _____;
Book No._____;
Series of _____.

# Bid Securing Declaration Form

***[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]***

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REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF _____ ) S.S.

## BID SECURING DECLARATION

Three-Year Fleet Card Program Lot I – Mindanao Operations Group (MOG)
Project Identification No.: *INP-NGPA-SSS-GOODS-2026-001*

*To:* ***SOCIAL SECURITY SYSTEM***
*East Avenue, Diliman, Quezon City*

I/We, the undersigned, declare that:

1) I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration;

   *[Insert paragraph for Unsolicited Offer with Bid Matching]*

   I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

2) Select one, delete the other:

   - I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c),of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

   *(For Unsolicited Offer with Bid Matching)*

   - I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense without prejudice to other legal action the government may undertake.

3) I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

   a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

*[Insert this paragraph for Unsolicited Offer with Bid Matching]*

a) Upon contract award and the LCCRB is not the original offeror; or

b) I am/we are declared the bidder with the *[Insert Award Criterion[1]]* and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month] [year]* at *[place of execution]*.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

# Bid Securing Declaration Form

***[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]***

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REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF _____ ) S.S.

## BID SECURING DECLARATION

Three-Year Fleet Card Program Lot II – NCR Operations Group (NCROG)
Project Identification No.: *INP-NGPA-SSS-GOODS-2026-001*

*To:* ***SOCIAL SECURITY SYSTEM***
*East Avenue, Diliman, Quezon City*

I/We, the undersigned, declare that:

1) I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration;

   *[Insert paragraph for Unsolicited Offer with Bid Matching]*

   I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

2) Select one, delete the other:

   - I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c),of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

   *(For Unsolicited Offer with Bid Matching)*

   - I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense without prejudice to other legal action the government may undertake.

3) I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

   a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

*[Insert this paragraph for Unsolicited Offer with Bid Matching]*

a) Upon contract award and the LCCRB is not the original offeror; or

b) I am/we are declared the bidder with the *[Insert Award Criterion[1]]* and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month] [year]* at *[place of execution]*.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

# Bid Securing Declaration Form

***[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]***

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REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF _____ ) S.S.

## BID SECURING DECLARATION

Three-Year Fleet Card Program Lot III – Visayas Operations Group (VOG)
Project Identification No.: *INP-NGPA-SSS-GOODS-2026-001*

*To:* ***SOCIAL SECURITY SYSTEM***
*East Avenue, Diliman, Quezon City*

I/We, the undersigned, declare that:

1) I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration;

   *[Insert paragraph for Unsolicited Offer with Bid Matching]*

   I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

2) Select one, delete the other:

   - I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c),of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

   *(For Unsolicited Offer with Bid Matching)*

   - I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense without prejudice to other legal action the government may undertake.

3) I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

   a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

*[Insert this paragraph for Unsolicited Offer with Bid Matching]*

a) Upon contract award and the LCCRB is not the original offeror; or

b) I am/we are declared the bidder with the *[Insert Award Criterion[1]]* and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month] [year]* at *[place of execution]*.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

# Annex 1 - Mindanao Operations Group

| No. | Name of Unit/Branch/Division | Office Address |
|---|---|---|
| 1 | Office of the Head, Mindanao Operations Group | General Add-ins D16<br>SSS GENERAL SANTOS BRANCH BUILDING, MAKAR HIGHWAY, BRGY. LABANGAL, GENERAL |
| | ***Mindanao North*** | |
| 2 | Office of the Head, Mindanao North Division | 2nd Floor SSS Bldg., JP Laurel Avenue, Bajada, Davao City |
| 3 | Cagayan de Oro | SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro, City, Misamis Oriental |
| 4 | Camiguin SO | DR 1-3, LGU Gymnasium Poblacion Mahinog Camiguin |
| 5 | Butuan | Rudy Tiu Bldg., A.D. Curato St., Brgy. Rajah Soliman Pob. (Brgy.4), Butuan City, Agusan del Norte |
| 6 | Gingoog | 2F, Moreno Bldg., Doña Graciana St., Brgy. 22-A, Gingoog City, Misamis Oriental |
| 7 | Iligan | GF, Hing Ramiro Bldg., No. 2, Purok 6, Isabel Ramiro St., Tambo, Brgy. Hinaplanon, Iligan City, Lanao Del Norte |
| 8 | Ozamis | Grandway Bldg., Don Anselmo Bernard Ave., Brgy. Catadman-Manabay, Ozamis City, Misamis Occidental |
| 9 | Surigao | Parkway Building., Km. 2 National Highway, Brgy. Luna, Surigao City, Surigao del Norte |
| 10 | Tandag | Pimentel Bldg., Donasco St., Brgy. Bagong Lungsod (Pob.), Tandag City, Surigao del Sur |
| 11 | CDO Lapasan | G/F Market City and East Bound Integrated Terminal, |
| 12 | Valencia | Level 2, Robinsons Place Valencia, Sayre Highway, Brgy. Bagontaas, Valencia City, Bukidnon |
| 13 | San Francisco, Agusan | Alexander Bldg., Purok IV, Brgy. Hubang, San Francisco, Agusan del Sur |
| 14 | Mindanao North Legal Department | 2nd Flr. SSS Bldg., Carmen - Patag Road, Cagayan De Oro City |
| 15 | Medical Operations Department (Mindanao North Division) | SSS Annex Bldg., Carmen Patag Road, Cagayan de Oro City |
| | ***Mindanao South 1*** | |
| 16 | Office of the Head, Mindanao South 1 Division | 2nd Floor SSS Bldg., JP Laurel Avenue, Bajada, Davao City |
| 17 | Davao | SSS Bldg., J.P. Laurel Ave., Brgy. 20B (Pob.), Davao City, Davao Del Sur |
| 18 | Bislig | Natalio Plaza Bldg., Espiritu St., Brgy. Mangagoy, Bislig City, Surigao Del Sur |
| 19 | Digos | Rebecca Sy Bldg., Lapu-Lapu Ext., Brgy. Zone 3 (Pob.), Digos City, Davao del Sur |
| 20 | Mati | Old NIA Bldg., Limatoc St., Brgy. Matiao, Mati |

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|---|---|---|
| | | City, Davao Oriental |
| 21 | Davao - Ilustre | |
| 22 | Panabo | GF&2F, Marcel Bldg., National Highway, Brgy. San Francisco, Panabo City |
| 23 | Tagum | Level 2, Gaisano Grand Mall, Apokon Road, Brgy. Apokon, Tagum City |
| 24 | Toril | GF, Gaisano Grand Mall-Toril, Saavedra St., Toril, Davao City |
| 25 | Mindanao South Legal Department | 2nd Floor SSS Bldg., JP Laurel Avenue, Bajada, Davao City |
| 26 | Mindanao West Legal Department | CityMall Tetuan, Don Alfaro Street, Tetuan, Zamboanga City, Zamboanga Del Sur |
| | ***Mindanao South 2*** | |
| 27 | Office of the Head, Mindanao South 2 Division | SSS GENERAL SANTOS BRANCH BUILDING, MAKAR HIGHWAY, BRGY. LABANGAL, GENERAL |
| 28 | General Santos City | |
| 29 | Cotabato | S.T. Lim Holdings, Inc. Bldg., Makakua St., Brgy. Poblacion, Cotabato City, ARMM |
| 30 | Kidapawan | GF, ROMA Bldg., Quezon Blvd., Brgy. Poblacion, Kidapawan City, North Cotabato |
| 31 | Koronadal | 2F, Gaisano Grand Mall, Gen. Santos Drive, Brgy. Sto. Niño (Bo. 2), Koronadal City, South Cotabato |
| 32 | Tacurong | GF & 2F, Gensan Amicitia Realty Devt. Corp. Bld g., Lapulapu St., Brgy. Poblacion, Tacurong City, Sultan Kudarat |
| | ***Mindanao West*** | |
| 33 | Office of the Head, Mindanao West Division | CityMall Tetuan, Don Alfaro Street, Tetuan, Zamboanga City, Zamboanga Del Sur |
| 34 | Zamboanga | GF, City Mall Tetuan, Don Alfaro St., Brgy. Tetuan, Zamboanga City, Zamboanga del Sur |
| 35 | Dipolog | Ramos Bldg., Rizal Ave., Brgy. Central (Pob.), Dipolog City, Zamboanga Del Norte |
| 36 | Ipil | Chiong Bldg., Brgy. Poblacion, Ipil, Zamboanga Sibugay |
| 37 | Pagadian | Ancajas Bldg., Sanson St., San Francisco, Pagadian City, Zamboanga del Sur |
| 38 | Mindanao West Legal Department | CityMall Tetuan, Don Alfaro Street, Tetuan, Zamboanga City, Zamboanga Del Sur |
| 39 | Medical Operations Department (Mindanao West Division) | CityMall Tetuan, Don Alfaro Street, Tetuan, Zamboanga City, Zamboanga Del Sur |

# Annex 2- NCR Operations Group

| No. | Name of Unit/Branch/Division | Office Address |
|---|---|---|
| | ***NCR North Division*** | |
| 1 | Office of the Head, NCR North Division | 8th Flr, SSS Main Bldg, East Avenue, Diliman, QC |
| 2 | Diliman | SSS Livelihood Center, East Avenue, Quezon City |
| 3 | Cubao | 2F Puregold Bldg., Gateway Ctr Cubao, QC |
| 4 | Eastwood | 187 ABG Bldg., E. Rodriguez Ave., Bagumbayan, QC |
| 5 | Novaliches | GF Robinson Mall, Brgy Pasong Putik, Quirino Hi-way |
| 6 | Valenzuela | Puregold Complex, 416 McArthur Hiway, Dalandanan, Valenzuela |
| 7 | Kalookan | 317 Forward Group Bldg., cor. Gen. Malvar St., EDSA, Caloocan City |
| 8 | Malabon | 4F Malabon Citimall, C4 Rd., Longos, Malabon City |
| 9 | San Francisco Del Monte | 3rd & 4th Flr, 1038 SFR Bldg., Del Monte Ave., Quezon City |
| 10 | Congressional | 2nd Flr, Northridge Plaza, 12 Congressional Ave., Brgy. Bahay Toro, Quezon City |
| 11 | Fairview | GEM BLDG., Lot 18 Blk 83 Regalado Ave., North Fairview, QC |
| 12 | Batasan Hills | LGF DCC Bldg, Commonwealth Ave., Diliman, QC |
| 13 | Navotas | 2F Philmarin Bldg., NBBS Navotas City |
| 14 | Deparo | NC Jream Bldg., 31 Dalia St. cor. Susano Rd., Deparo, Caloocan City |
| 15 | Paso de Blas | 4F Puregold Paso de Blas Mall, Paso de Blas Rd., East Service Road, NLEX-Valenzuela Exit, Valenzuela |
| | ***NCR East Division*** | |
| 16 | Office of the Head, NCR East Division | 2F, Cromagen Bldg., 8007 Pioneer St., Kapitolyo, Pasig City |
| 17 | Pasig - Pioneer | 2F, Cromagen Bldg., 8007 Pioneer St., Brgy. Kapitolyo, Pasig City |
| 18 | Antipolo | 2nd Floor Antipolo Triangle Mall, Sen Lorenzo Sumulong Memorial Circle, Brgy San Jose, Antipolo City |

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| 19 | Marikina | 3F Xeland, Gil Fernando Ave., cor. Guerilla St., Brgy. Sto. Niño, Marikina City |
| 20 | Marikina Malanday | Graceland Plaza, J.P. Rizal Ave., Brgy. Malanday, Marikina City |
| 21 | New Panaderos | 2/3F Tuazon Bldg., cor San Roque St., New Panderos Ext., Mandaluyong City |
| 22 | Mandaluyong Shaw | 2nd Floor 500 Shaw Zentrum Mall, Shaw Boulevard, Brgy. Pleasant Hills, Mandaluyong City |
| 23 | Ortigas | Lower Level, West Lane, Robinsons Galleria EDSA, cor. Ortigas St., Quezon City |
| 24 | Pasig - Rosario | 2F, Cromagen Bldg., 8007 Pioneer St., Brgy. Kapitolyo, Pasig City |
| 25 | Pasig-Mabini | 2F One Victoria Plaza, A. Mabini St., Brgy. Kapasiangan, Pasig City |
| 26 | San Juan | Gilmoran Villas Bldg., 1 128 F. Elumbrint St., Brgy. Batis, San Juan City |
| 27 | Tanay | Km 54 Mila East Rd., Brgy. Tandang Kutyo, Tanay, Rizal |
| | ***NCR West Division*** | |
| 28 | Office of the Head, NCR West Division | GF, Padilla Bldg., 232 Juan Luna St., Binondo, Manila |
| 39 | Legarda | Cobee Bldg., 2485 Legarda St., Brgy. 412, Sampaloc, Manila |
| 30 | Sta. Mesa | 2F, J & T Bldg., 3894 Ramon Magsaysay Blvd., cor. Santol Ext., Brgy. 587-A, Sampaloc, Manila |
| 31 | Tondo | ST Condominium, 1480 G. Masangkay St. cor. Bambang St., Brgy. 261, Tondo, Manila |
| 32 | Binondo | GF, Padilla Bldg., 232 Juan Luna St., Brgy. 291, Binondo, Manila |
| 33 | Pasay-Roxas | HK Sun Plaza, SSS FCA Property, 8001 Financial Center Drive, Roxas Blvd., Brgy. 76, Pasay City |
| 34 | Pasay - Taft | ERL Investment Corp. Bldg., 2532 Taft Ave., Brgy. 93, Pasay City |
| 35 | Manila | C-201, 2F, Zen Tower 2, 1111 Natividad A. Lopez St., Brgy. 659, Ermita, Manila |
| 36 | Welcome | España Tower Condominium, España Blvd., cor. Josefina St., Brgy. 512, Sampaloc, Manila |
| | ***NCR South Division*** | |
| 37 | Office of the Head, NCR South Division | 2F SSS Makati Building, 6782 Ayala Ave. cor. Rufino St., Makati City |

| | | |
|---|---|---|
| 38 | Makati-Chino Roces | 2nd Floor Makati Central Square, 2130 Chino Roces Avenue, Makati City |
| 39 | Makati - J.P. Rizal | 3 & 4F KBC Building, 353 JP Rizal Street, Brgy. Olympia, Makati City |
| 40 | Makati - Gil Puyat | 355 ECC Bldg., Sen. Gil Puyat Ave., Makati City |
| 41 | Las Pinas | 8001 Rosal St. Doña Manuela Subd. Pamplona 3, Las Piñas City |
| 42 | Paranaque | 2F, Puregold Sucat, Dr. A. Santos Ave., Brgy. San Isidro, Sucat, Parañaque City |
| 43 | Paranaque - Tambo | 3/F Airport Global Plaza, NAIA Rd., Brgy. Tambo, Parañaque City |
| 44 | Makati - Guadalupe | 3F GCC Bldg., #9 EDSA, Guadalupe Nuevo, Makati City |
| 45 | Alabang-Muntinlupa | GF & 2F, North Bldg., 22 National Highway, Brgy. Putatan, Muntinlupa City |
| 46 | Alabang - Zapote | 2F Estrelita Center, Alabang-Zapote Rd., Alabang, Muntinlupa City |
| 47 | Bicutan-Sun Valley | FTO Bldg., 4145 Sun Valley Drive, Brgy. Sun Valley, Bicutan, Parañaque City |
| 48 | Taguig | Unit 705, 7F, SM Aura Tower, Fort Bonifacio, Taguig City |
| 49 | Taguig - Gate 3 | 3rd Flr. Gate 3 Plaza Mall, Lawton Ave. cor. Juliano Ave., Phase 3, Taguig City |

# Annex 3- VISAYAS Operations Group

| No. | Name of Unit/Branch/Division | Office Address |
|---|---|---|
| 1 | Office of the Head, Visayas Operations Group | 3F SSS Cebu Bldg., Osmeña Blvd., Cebu City |
| | ***Visayas Central 1 Division*** | |
| 2 | Office of the Head, Visayas Central 1 Division | SSS Bldg., Osmeña Blvd., Cebu City |
| 3 | Cebu | SSS Bldg., Osmeña Blvd., Cebu City |
| 4 | Bogo | P. Rodriguez St., Bogo City, Cebu |
| 5 | Cebu - NRA | 3rd Floor, Lingkod Pinoy, Robinsons Galleria, Cebu, cor. General Maxilom and S. Osmeña Blvd., North Recl. Area, Cebu City |
| 6 | Lapu-Lapu | Annex Bldg., Gaisano Island Mall Mactan, Pajo, Lapulapu City, Cebu |
| 7 | Mandaue | Parkmall, Guizo, Mandaue City, Cebu |
| 8 | Tagbilaran | CPG Avenue, Tagbilaran City, Bohol |
| 9 | Danao | 2/F CityMall Danao, Oliver Sr. Extension cor. F. Ralota St. Poblacion, Danao City, Cebu. |
| 10 | Talisay | 2nd Level Gaisano Grand Fiesta Mall, Tabunok, Talisay City, Cebu |
| 11 | Toledo | Sangi, Toledo City, Cebu |
| 12 | Visayas Central Legal Department | 3F SSS Cebu Bldg., Osmeña Blvd., Cebu City |
| 13 | Medical Operations Department (Visayas Central Division) | 3F SSS Cebu Bldg., Osmeña Blvd., Cebu City |
| | ***Visayas Central 2*** | |
| 14 | Office of the Head, Visayas Central 2 Division | GF-2F, Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City, Leyte |
| 15 | Tacloban | GF-3F, Caroline Cordiel Bldg., 103 Lopez Jaena St. cor. M.H. Del Pilar St., Brgy. 2, Tacloban City, Leyte |
| 16 | Calbayog | GF, 5RR Bldg., Rueda St., Brgy. Awang East (Pob.), Calbayog City, Western Samar |

| | | |
|---|---|---|
| 17 | Catbalogan | GF, 5RR Bldg., Rueda St., Brgy. Awang East (Pob.), Calbayog City, Western Samar |
| 18 | Maasin | JQD Bldg., Kangleon St., Brgy. Manhatan (Pob.), Maasin City, Southern Leyte |
| 19 | Ormoc | GF-2F, Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City, Leyte |
| | ***Visayas West 1 Division*** | |
| 20 | Office of the Head, Visayas West 1 Division | 3rd Flr SSS Bldg., 2nd & 3rd Sts Lacson Bacolod City |
| 21 | Bacolod | 2nd & 3rd St. Lacson, Bacolod City, Negros Occidental |
| 22 | Bacolod East | East One, Atrium Bldg., Burgos Ext., Bacolod City, Negros Occidental |
| 23 | Bago | Topbrands Bldg., Rizal St., Brgy. Poblacion, Bago City, Negros Occidental |
| 24 | Bais | Amorganda Bldg., National Highway, Brgy. Talungon, Bais City, Negros Oriental |
| 25 | Dumaguete | MM Kho Building, Lower Bagacay, Dumaguete City, Negros Oriental |
| 26 | Kabankalan | GF, PPZ Enterprise-NZ Commercial Bldg.J.Y. Perez Ave., National Highway, Brgy. TalubangiKabankalan City. Negros Occidental |
| 27 | Sagay | GF, Square and Circle's Bldg., Brgy. Old Sagay, Sagay City, Negros Occidental |
| 28 | San Carlos, Negros Occ. | GF & 2F, BAYANILAJJ Bldg., cor. Broce Azcona St ., Brgy. 4, San Carlos City, Negros Occidental Redkey Building, Osmeña Avenue, Brgy. 5, Victorias City, Negros Occidental |
| 29 | Victorias | Redkey Building, Osmeña Avenue, Brgy. 5, Victorias City, Negros Occidental |
| 30 | Visayas West 1 Legal Department | 3rd Flr SSS Bldg., 2nd & 3rd Sts Lacson Bacolod City |
| 31 | Medical Operations Department (Visayas West 1 Division) | 3rd Flr SSS Bldg., 2nd & 3rd Sts Lacson Bacolod City |
| | ***Visayas West 2 Division*** | |
| 32 | Office of the Head, Visayas West 2 Division | 2F Iloilo Festive Mall Annex Bldg., Iloilo Busuness Park, Megaworld, Mandurriao, Iloilo City |
| 33 | Iloilo -Central | City Mall- Pavia, Vice President Fernando Lopez Avenue, Brgy., Ungka II, Pavia, Iloilo |

| | | |
|---|---|---|
| 34 | Antique | City Mall- Antique, Gobierno St., Brgy 4, San Jose, Antique |
| 35 | Kalibo | Casa Constancia Bldg., Roxas Avenue Ext., Andagao, Kalibo Aklan |
| 36 | Iloilo-Molo | 2F Iloilo Festive Mall Annex Bldg., Iloilo Busuness Park, Megaworld, Mandurriao, Iloilo City |
| 37 | Roxas | City Mall, Annex Bldg., Arnaldo Blvd, Roxas City |
| 38 | Visayas West 2 Legal Department | City Mall- Pavia, Vice President Fernando Lopez Avenue, Brgy., Ungka II, Pavia, Iloilo |
| 39 | Medical Operations Department (Visayas West 2 Division) | City Mall- Pavia, Vice President Fernando Lopez Avenue, Brgy., Ungka II, Pavia, Iloilo |

Republic of the Philippines
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Government Procurement Policy Board