Republic of the Philippines
SOCIAL SECURITY SYSTEM
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BAGONG PILIPINAS

BIDS AND AWARDS COMMITTEE (BAC) II

PROJECT : **PROCUREMENT OF DUPLICATING MACHINES WITH SIX-MONTH SUPPLY OF BLACK INK AND MASTER ROLL**

ITB NO. : **ITB-NGPA-SSS-GOODS-2026-094**

SUBJECT : **BID BULLETIN NO. 1**

DATE : **27 October 2026**

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places October 11, 2026 – October 18, 2026
Approved Budget for the Contract (ABC) and Source of Fund	**₱ 2,930,000.00** **broken down as follows:** **Item No. 1 - Duplicating Machines - ₱1,280,000.00** **Item No. 2 - Consumables (Black Ink and Master Roll) ₱1,650,000.00** **Approved 2026 Corporate Operating Budget - with Code PAP 2026-0368 of the Annual Procurement Plan (APP)**
Price of BD (non-refundable)	**₱ 3,000.00**
Delivery/Completion Period	**Delivery of the Goods is required within thirty calendar (30) days upon receipt of Notice to Proceed (NTP) and Signed Contract.**

This addendum/Bid Bulletin **No. 1** is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the Pre-bid Conference on **20 October 2026**. This shall form an integral part of the BD.

Under Section 51.5.3 of the IRR of RA 12009, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

1. **Schedule of activities as discussed in the Pre-bidding Conference:**

   - Deadline for the submission of written queries: **Thursday, 23 October 2026**
   - Issuance of Bid Bulletin No. 1–reply to queries: **Tuesday, 27 October 2026**
   - Pre-Screening of Documents: **Wednesday, 28 October 2026**
   - Submission and opening of 2 envelopes: **Tuesday, 03 November 2026, 2:00 p.m. at the 11th Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

2. **Amendments/Clarifications – ANNEX A**

3. **Documentary Requirements**

a. **1st Envelope**

a.1 PhilGEPS Certificate of Registration (Platinum Membership).

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

a.2 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

a.3 Statement of Single Largest Completed Contract (SLCC) that is similar to the procurement project to be bid, with supporting documents, equivalent to at least 50% of the ABC, should have been completed within a period of seven (7) years for from the date of submission and receipt of bids.

For this purpose, contracts similar to the Projects shall be: SUPPLY, DELIVERY AND INSTALLATION OF DIGITAL DUPLICATING MACHINES, COPY PRINTERS, OR EQUIVALENT PRINTING/DUPLICATING EQUIPMENT, WITH OR WITHOUT ASSOCIATED CONSUMABLES SUCH AS BLACK INK CARTRIDGES, MASTER ROLLS, AND RELATED SUPPLIES.

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

a.4 Net Financial Contracting Capacity (NFCC) computation or Committed Line of Credit (form supplied)

a.5 Joint Venture Agreement (JVA), in case of Joint Venture – Class "B" Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance)

a.6 Bid Security

a.6.1 Cash or Cashier's/Manager's Check – 2% of the ABC or
a.6.2 Surety Bond – 5% of the ABC or
a.6.3 Bid Securing Declaration

a.7 Technical Documents – project requirement
a.7.1 VI - Schedule of Requirements (page 70)
a.7.2 VII - Technical Specifications **(see attached file)**

a.8 Omnibus Sworn Statement.

a.9 Foreign ownership limited to those allowed under the rules may participate in this Project, provided must submit any of the following:

a.9.1 Copy of Treaty, International or Executive Agreement; Or
a.9.2 Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
a.9.3 Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

b. **2nd envelope**

b.1 Bid Form (form supplied) – pages (77 to 78)
b.2 Price Schedule – page (79-80)

c. **Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**

c.1 Registration Certificate from Security Exchange Commission, for corporation including Articles of Incorporation and General Information Sheet, Department of Trade and Industry for sole proprietorship, or Cooperative Development Authority for cooperatives or its equivalent documents.
c.2 2026 Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
c.3 Valid Tax Clearance per E.O. No. 398, s2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
c.4 Latest Audited Financial Statement filed through Electronic Filing and Payment System (EFPS)
c.5 Latest Income Tax Return filed through EFPS corresponding to the submitted Audited Financial Statement
c.6 Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last (6) months prior to the submission and opening of bids filed through EFPS.

4. Secretary's Certificate/Special Power of Attorney must clearly specify the name and position of the authorized representative who will:

a. Submit its bid; and
b. Sign the contract (in case of award)

5. The award shall be issued to the bidder whose offer has been determined as the Lowest Calculated and Responsive Bid (LCRB).

6. All documents requiring notarization must be notarized by the Notary Public personally, who is duly commissioned and authorized to perform notarial acts for the current year.

Prepared by:

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Concurred by:

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Chairperson
Technical Working Group

Approved by:

FERNANDO R. NICOLAS
Chairperson
Bids and Awards Committee II

ANNEX A
BB No. 2026-II-027
dated 27 October 2026