

ACQUIRED ASSETS DISPOSAL COMMITTEE

PROJECT : DISPOSAL THROUGH PUBLIC BIDDING OF VARIOUS SSS PROPERTIES

SUBJECT : BID BULLETIN NO. 2

DATE : 18 JANUARY 2022

The AADC in its meeting on 13 January 2022, approved the extension of the Timeline of Activities for the Disposal thru Public Bidding of Various SSS Properties, in consideration of the request of the interested buyers, who attended the pre-bid conference last 10 January 2022, to have sufficient time in the completion of the documentary requirements in view of the recent surge in Covid-19 cases.

Hereunder, is the revised Timeline of Activities, to wit:

	Activities	Number of calendar days	Timetable
1	Publication of Invitation to Bid (Dec. 10, 17 & 24)	21 days	December 10, 2021 to December 30, 2021
2	Issuance of TOR	77 days	December 10, 2021 to February 24, 2022
3	Pre-Bid Conference	1 day	January 10, 2022
4	Submission of Written Requests for Clarifications/Inquiries and Issuance of Bid Bulletin/s	28 days	January 11 to February 7, 2022
5	Last Day of Issuance of Bid Bulletin	1 day	February 14, 2022
6	Stage 1 Preliminary Assessment of Eligibility Documents (either electronic or hard copy)	14 days	February 8 to February 21, 2022
7	Stage 2 (a) 1. Start of Submission of Eligibility Documents (hard copies) 2. Last Day of Submission, Opening and Checking of Eligibility Documents against Checklist of Requirements	7 days 1 day	February 21, 2022 February 28, 2022 (10:00 AM)
8	Stage 2 (b) Evaluation of Eligibility Documents as to veracity and Financial Capacity and Approval by the AADC	3 days	March 1 to 3, 2022
9	Stage 2 (c) Notification to Eligible/Ineligible Bidders thru emails	1 day	March 4, 2022
10	Stage 3 Submission, Opening and Evaluation of Cash/Installment Bid Proposals with Bid Deposit and Determination of the Highest Bidder	1 day	March 8, 2022 (10:00 AM)
11	Post-Qualification	7 days	March 9 to March 15, 2022
12	SSS-AADC Recommendation to Declare the Winning Bidder to SSC	7 days	March 16 to March 22, 2022
13	SSC Approval of Winning Bidder	1 day	March 23, 2022
14	Review of Contract by the OGCC	30 days	March 28 to April 26, 2022
15	Issuance of Notice of Award	8 days	April 27 to May 4, 2022

16	Execution of Deed of Conditional Sale/Deed of Absolute Sale and Full Payment/Issuance of PDCs by the Winning Bidder of the Balance of the Purchase Price	14 days	May 5 to 18, 2022
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Also, provided below are the SSS clarifications to the Queries raised by interested bidders/buyers, to wit:

ISSUES/CONCERNS OF THE BIDDERS	REPLY/RECOMMENDATION
<p>1. a. Can Preliminary Assessment of Eligibility Documents be done face to face or virtual (email)</p> <p>b. In consideration of the current covid surge, which of the scheduled activities require physical attendance or presence in the SSS.</p> <p>c. Will the opening of the Eligibility documents be done face to face?</p>	<p>Preliminary assessment of eligibility documents, opening of eligibility documents and opening of bid proposals will be done on-line (thru MS Teams App) if the IATF Alert Level in NCR is 3 or higher, while it will be face-to-face if the IATF Alert Level in NCR is 2 or lower.</p>
<p>2. Can the request for written clarifications be sent thru email?</p>	<p>Yes. The Bidder/s can send clarifications thru emails of the respective SSS employees, to wit:</p> <ol style="list-style-type: none"> 1. lozanocd@sss.gov.ph 2. lolongam@sss.gov.ph 3. pertisbg@sss.gov.ph
<p>3. a. Is it possible to scan the Eligibility Documents and sent it thru email instead of going to the SSS?</p> <p>b. Should all documents be submitted via email?</p>	<p>The Bidder may scan and send thru email the Eligibility Documents for Preliminary Assessment purposes only, but the final set (hard copies) of Eligibility Documents and Bid Proposals must be submitted personally to the SSS Main Office.</p> <p>Said Eligibility Documents and Bid Proposals will be placed in the drop box located at the Ground Floor Lobby, SSS Main Office, East Avenue, Diliman, Quezon City.</p>
<p>4. How is the Bid Bulletin being handled?</p>	<p>The Bid Bulletin will be posted in the SSS website and will be sent also to the respective Bidder's email addresses.</p>
<p>5.a. For worst scenario of having a lockdown due to increasing number of covid infections, will the proceeding be suspended for either face to face or virtual because of the difficulty also in securing documents from other government agency/ies such as notarization, affidavits etc. because the required documents are vital and voluminous?</p> <p>b. If alert level 4 (possibility of granular lockdown), will the proceedings be suspended?</p>	<p>Yes. The proceedings may be suspended/postponed depending on the seriousness of the Covid pandemic situation. The new schedule will be communicated thru a Bid Bulletin to be sent to Bidder/s respective email addresses.</p>

<p>6. With regard to the Preliminary Assessment of Eligibility Documents for Installment Buyers, can we have a copy of the Credit Evaluation Criteria because apparently it is not included in the Bid Documents?</p>	<p>The Credit Evaluation Criteria is attached as "Annex A".</p> <p>For individual buyers under Eligibility Documents, Certificate of Employment and Compensation and latest two (2) months payslips showing statutory deductions, if employed. This amends Section VIII.1.1.4 of the TOR.</p> <p>For corporate buyers under Eligibility Documents, the balance of the purchase price is not more than thirty percent (30%) of the total Net Worth of the bidder.</p>
<p>7. Will the Bid Form be still issued? Is it the same with Bid Proposals including other forms.</p> <p>Can we request soft copies of the Bid Forms/Annexes?</p>	<p>Bid Forms, including the Bid Proposal, are provided in the TOR. Bidder/s may re-type said forms and adjust accordingly to suit their requirements, or request for soft copies from the SSS.</p>
<p>8. Who's name of payee will appear in the check specially for Bid Deposit?</p>	<p>It shall be under the name of the Social Security System or SSS.</p>
<p>9. Should the suspension be up to the SSS only or up to the Bidder's because what if other people (buyer) is/are prepared to submit the required documents, will it still be suspended?</p>	<p><i>(refer to the revised Timeline of Activities)</i></p>
<p>10. With regard to the documents like SEC Registration, Articles of Incorporation, Mayor's Permit, Income Tax Return, who will certify them? Follow up question, given the situation brought by pandemic, we do not have control with the said agencies and this may delay the submission, who may certify the same?</p>	<p>The buyer or authorized representative can certify the authenticity of the submitted documents. Timeline of Activities is extended to provide sufficient time for buyers to complete the required documents.</p>
<p>11. For foreign buyers, the document did not show standard documents like waiver of rights, letter of authorization, certification of authorization etc. Can you clarify?</p>	<p>In addition to the Checklist of Eligibility Documents as provided in the TOR, foreign buyers are required to submit the letter of authorization, certification under oath of the Bidder and waiver of rights to seek legal remedies. This amends the provision in the TOR, particularly VIII.1.1.4 Eligibility Documents for Foreigners. (Attached as "Annex B")</p>
<p>12. The document requirement states 1 original and 3 copies for both eligibility documents and the bid proposal. Does this mean the 3 copies are just photocopies of the original?</p>	<p>Yes, as provided in the TOR, the buyer shall submit one (1) original copy and (3) photocopies of Eligibility Documents and Bid Proposal.</p>
<p>13. If the one who purchased the TOR decides to not continue with the bid, can another individual bidder use the purchased TOR to bid</p>	<p>No. The TOR is non-transferrable to another buyer.</p>
<p>14. In case, we submitted the bid Proposal and the manager's check, and we didn't win the bid, do we just get the manager's check back right away?</p>	<p>The Bid Deposit of the losing Bidder/s shall be returned immediately after the bidding without interest (Section IX, Item 2.7.4 of the TOR). However, in case of on-line activities, the SSS will</p>

	inform immediately the losing Bidder/s as to the schedule and manner the Manager's Check will be returned.
15. Are the current properties of SSS covered with an all-risk insurance coverage from GSIS? If so, may we have copies of the insurance policies? We need to see the coverage and cost, as the Winning Bidder has to obtain an all-risk insurance from GSIS?	The SSS being a government institution is required to insure its real estate properties from the GSIS, with the exemption of SSS owned condominium units where insurance coverage for the entire condominium building is secured from private insurance company/ies by the Condominium Corporations. The SSS pay its share in the insurance coverage to the Condominium Corporation.
16. May we know the coverage of this all-risk insurance?	Buyer/s may directly inquire from the Admin Office of the Condominium Corporation the coverage of their standard insurance coverage for the whole building
17. When will the obligations of the Winning Bidder to pay realty taxes commence?	The payment of the Real Property Tax (RPT) will commence upon the execution of the Deed of Absolute Sale (DOAS), if paid in cash; or upon execution of the Deed of Conditional Sale (DCS) in case of installment.
18. May we request an electronic copy of the TOR?	The TOR is posted at the SSS Website.
19. Tax Clearance: I am an employee and do not have a business. The tax clearance application form of BIR is only for Individual taxpayers who are proprietors of businesses (basing from Annex C form of BIR - SWORN APPLICATION FOR TAX CLEARANCE: To be accomplished by Individual Taxpayer Securing Tax Clearance for Bidding Purposes). Do I still need to submit this or would my latest ITR already suffice?	Tax Clearance only applies to single proprietorships, partnerships and corporations.
20. Certified True Copy of TIN Again, as an employee, I only have my Tax Identification Number but do not have any document other than my ITR to certify this number. What document do I need to prepare to certify my TIN?	Refer to Checklist of Eligibility Documents provided in the TOR
21. Do I need to include documents for both myself and my spouse? I am married but estranged from my husband. However, we are still not legally separated.	As provided in the Family Code of the Philippines, properties acquired during the subsistence of a marriage are considered "conjugal" even though you are estranged from your husband. Hence, SSS will require you to submit the marriage contract and other documents necessary in the execution of the DOAS/DCS.
22. Bank Certification indicating average balance, account opening date & account type is good?	Refer to Item No. 7 of Checklist of Eligibility Documents provided in the TOR

<p>23. a. Are original copies of the passport or any local ID be required for foreigners? Or only certified copy be submitted?</p> <p>b. Want to clarify what "Original Documents" means in context of passport & ITR. I am Assuming for personal ID, you need self-attested copies and for ITR a True certified copy is ok?</p>	<p>Photocopies of Passport/IDs with three (3) signatures on the opposite side will be allowed.</p> <p>While electronic copy of Income Tax Return may also be accepted subject to validation during post-qualification.</p>
<p>24. In relation to the schedule opening of Bids on 28 January 2022, is there enough time to prepare the Manager's Check for the Bid Deposit given the short period of time allotted to buyer because the submission of the bid deposit is at 10:00am the following day? Is there enough time for the preparation of MC, what time we will be informed so that we will have enough time to go to the bank to get the MC and be able to submit it with the SSS before 10:00am on the following day?</p>	<p>Timeline of Activities is extended to provide sufficient time for buyers to complete the required documents.</p>
<p>25. Are we required to physically submit the envelopes, or can we ask our staff or messenger to do it?</p>	<p>Yes, any authorized personnel can submit the envelope to the SSS.</p>
<p>26. For example, the winning bidder for installment property decided to change the term, can we pre-terminate to pay it in cash instead because it is not mentioned in the TOR?</p>	<p>Yes, it is possible to pre-terminate the installment payment and pay in full instead subject to re-computation of interest.</p>
<p>27. Can we purchase parking slot/s even if it not appurtenant with the unit?</p>	<p>Parking slot/s appurtenant to the unit cannot be replaced with other parking slot/s however, bidders/buyer may purchase extra parking slot/s (not appurtenant to the unit) of his/her/its choice.</p>
<p>28. On the installment sale, is the financial institution only the SSS?</p>	<p>Yes, only the SSS is the financial institution.</p>
<p>29. Is an individual bidder/buyer allowed to bid for only 1 property?</p>	<p>No. Bidders are allowed to purchase more than one property based on their financial capacity but is required to purchase another Terms of Reference (TOR) if the property is in another location.</p>
<p>30. a. For several bids, would bidder/buyer need to submit several Buyer Information Sheets (said document has a singular entry for the TCT/CCT number)?</p> <p>b. If I decide to bid for 2 properties, would I need to issue 2 checks or just one with the highest amount among the 2 bids?</p>	<p>Bidders need not submit several Buyer's Information Sheet (BIS) if the property/ies he/she intends to purchase is in the same location. (e.g. if bidder intends to buy properties in Bella Villa (Lot 1) and Pryce Center (Lot 2), he/she should submit two BIS).</p> <p>Yes, the Bidder should issue one (1) check for each property to bid.</p>
<p>31. Re Criteria for Credit Evaluation noted earlier in the meeting, the "monthly amortization shall not exceed 40 percent of the net disposal income" - for a married individual bidder/buyer who</p>	<p>Yes. Combined income for married individual would be considered.</p>

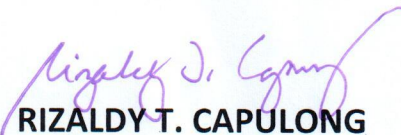

chooses installment, combined net disposal income would be considered and applied, right?	
32. Is there any workable possibility that a third party can finance payment?	No. Third Party financing is not allowed for cash or installment sale (SSS financing only).

Thank you.

Prepared by:


CYRUS CAESAR D. LOZANO
TWG – Chairperson

Approved by:


RIZALDY T. CAPULONG
AADC Chairperson 

Criteria for Credit Evaluation of Installment Buyers:

a. For Individual

Monthly amortization shall not exceed forty percent (40%) of the Net Disposable Income (NDI).

*NDI refers to the gross verifiable monthly family income less statutory deductions i.e. SSS, GSIS, PhilHealth, Pag-IBIG, loans.

SAMPLE COMPUTATION OF NET DISPOSABLE INCOME	
Monthly Basic Salary	25,118.85
Add: Bonuses	1,197.92
Other Allowances	3,125.00
Other Income	-
TOTAL MONTHLY SALARY	29,441.77
Less: Withholding Tax	3,198.01
SSS Contribution	581.30
Philhealth	187.50
Pag-Ibig	100.00
Loans, if any	
TOTAL DEDUCTIONS	4,066.81
NET DISPOSABLE INCOME	P25,374.96

b. For Single Proprietorship/Corporation/Joint Venture

- i. Liquidity Ratio is 1:1
Liquidity Ratio = current assets / current liabilities
- ii. The balance of the purchase price is not more than thirty percent (30%) of the total Net Worth of the bidder.

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Eligibility Documents

For Foreigners:

1. Duly accomplished Eligibility Statement
2. Passport
3. Certificate of employment or Proof of Income
4. Latest Income Tax Return (ITR)
5. Certificate from at least one (1) savings/commercial/universal bank, legally operating in the Philippines, stating that the Buyer is known to them, banking with them and is in good financial and credit standing
6. Certification from the Condominium Corporation stating the percentage of ownership of foreigners in the condominium building (shall not exceed 40% of the total condominium units within the building)
7. Letter authorizing the SSS representative/s to verify the validity of all the documents submitted
8. Certification under oath of the Bidder that all documents submitted in satisfaction of the eligibility requirements is original / authentic copy of the original, and that all statements and information provided therein are true and correct
9. Waiver of Rights to Seek Legal remedies (e.g., Temporary Restraining Order (TRO), law suits, etc.) to prevent SSS from awarding and executing a contract with the Winning Bidder / Buyer