



SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of GOODS

**SUPPLY, DELIVERY, DEPLOYMENT, AND
INSTALLATION INTO OPERATIONAL
STATE OF VARIOUS FRONT-END
INFORMATION TECHNOLOGY
RESOURCES**

**LOT 1 – PCWS FOR NON-TECHNICAL
AND TECHNICAL USERS**

LOT 2 – LAPTOPS

LOT 3 – DISPLAY MONITORS

ITB-SSS-GOODS-2022-004

DECEMBER 2021

Government of the Republic of the Philippines


Danilo H. Yarcia
TWG Chairperson

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.



Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.



SSS – Social Security System

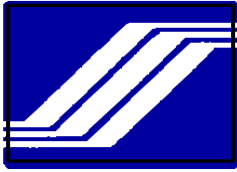
Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.



Section I. Invitation to Bid





REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City
 Tel. Nos. (632)8709-7198*(632)8920-6446

E-mail: member_relations@sss.gov.ph*Website <http://www.sss.gov.ph>

Invitation to Bid
ITB-SSS-Goods-2022-004

**SUPPLY, DELIVERY, DEPLOYMENT, AND INSTALLATION INTO
 OPERATIONAL STATE OF VARIOUS FRONT-END INFORMATION
 TECHNOLOGY RESOURCES**

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
<p>₱ 70,415,100.00</p> <p>Broken down as follows:</p> <p>LOT 1: 1,041 Units Non-Technical Personal Computer Workstation (PCWS) and 60 Units Technical PCWS ₱ 52,252,200.00</p> <p>LOT 2: 182 Units Laptop ₱ 8,217,300.00</p> <p>LOT 3: 256 Units Display Monitor ₱ 9,945,600.00</p> <p>Approved 2022 Corporate Operating Budget - Capital Outlay with Code PAP (2022-080) of the Annual Procurement Plan (APP)</p>	<p>Within One-Hundred Twenty (120) calendar days from receipt of Notice to Proceed and Purchase Order</p> <p>(Inclusive of twenty (20) calendar days for the set-up and configuration of PCWS (Lot 1) and Laptops (Lot 2)</p>	<p>₱27,500.00</p> <p>₱9,000.00</p> <p>₱10,000.00</p>	<p>January 6, 2022 (Thursday) 2:30 a.m.</p>	<p>January 27, 2022 (Thursday) 2:00 p.m.</p>

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **24 December 2021 up to the scheduled submission & receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents in the amount specified above.



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

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

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.

The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 05 January 2022, through e-mail address bac@sss.gov.ph, the following:

- a. **Name of the representative and e-mail address; and**
- b. **Technical and administrative queries.**

7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.

Bid opening shall be on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
9. 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.
11. For further information, please refer to:

Bids & Awards Committee
The Secretariat
2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.
Tel # (632) 8922-1070; 8709-7198 local 5492/6382
Email – bac@sss.gov.ph

12. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting **24 December 2021**.


THE VICE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: itb-sss-goods-2022-004-Various Front-End Resources



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the Supply, Delivery, Deployment, and Installation into Operational State of Various Front-End Information Technology Resources, with identification number *ITB-SSS-Goods-2022-004*.

The Procurement Project (referred to herein as “Project”) is composed of *three (3) lots*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for CY2022 in the amount of **Seventy-Eight Million Eighty-Four Thousand Three Hundred Pesos (₱78,084,300.00)**.

2.2. The source of funding is: Approved 2022 Corporate Operating Budget - Capital Outlay with Code PAP (2022-080) of the Annual Procurement Plan (APP).

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:



- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City** and/or through online conference using **Microsoft Teams** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed **within the last five (5) years prior to the deadline for the submission and receipt of bids**.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.



- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the IB shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.



- 14.2. The Bid and bid security shall be valid for *One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening.* Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by ITB Clause 14 shall be submitted for each lot or item separately.



- 19.3. The descriptions of the lots or items shall be indicated in Section VII (Technical Specifications), although the ABCs of these lots or items are indicated in the BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



Section III. Bid Data Sheet



Bid Data Sheet

ITB Clause																							
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. A single contract for the supply, delivery, deployment, and installation into operational state of PC Workstations and/or Laptops; Display Monitors and/or TV Sets and/or Large Format Displays.</p> <p style="margin-left: 40px;">b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>																						
7.1	Not Applicable																						
12	The price of the Goods shall be quoted DDP delivered at the Project Sites (see Annex A – Distribution Lists) or the applicable International Commercial Terms (INCOTERMS) for this Project.																						
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 80%;"> <thead> <tr> <th style="width: 50%; text-align: center;">Form of Bid Security</th> <th style="width: 50%; text-align: center;">Amount of Bid Security (Not less than the Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td style="text-align: center; padding: 5px;">Two percent (2%)</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">or</td> </tr> <tr> <td style="padding: 5px;">Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> <td style="text-align: center; padding: 5px;">Lot 1: ₱1,045,044.00</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 5px;">Lot 2: ₱164,346.00</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 5px;">Lot 3: ₱198,912.00</td> </tr> <tr> <td style="padding: 5px;">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center; padding: 5px;">Five percent (5%)</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">or</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 5px;">Lot 1: ₱2,612,610.00</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 5px;">Lot 2: ₱410,865.00</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 5px;">Lot 3: ₱497,280.00</td> </tr> </tbody> </table> <p style="margin-left: 40px;">* Bank issued securities must be issued by a universal/commercial bank.</p> <p style="margin-left: 40px;">* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p style="margin-left: 40px;">* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)	or		Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Lot 1: ₱1,045,044.00		Lot 2: ₱164,346.00		Lot 3: ₱198,912.00	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)	or			Lot 1: ₱2,612,610.00		Lot 2: ₱410,865.00		Lot 3: ₱497,280.00
Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)																						
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)																						
or																							
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Lot 1: ₱1,045,044.00																						
	Lot 2: ₱164,346.00																						
	Lot 3: ₱198,912.00																						
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)																						
or																							
	Lot 1: ₱2,612,610.00																						
	Lot 2: ₱410,865.00																						
	Lot 3: ₱497,280.00																						



19.3	<p>The ABC per lot is:</p> <p style="text-align: center;">LOT 1: ₱52,252,200.00</p> <p style="text-align: center;">LOT 2: ₱8,217,300.00</p> <p style="text-align: center;">LOT 3: ₱9,945,600.00</p> <p>Any bid with a financial component exceeding the amount indicated per lot shall not be accepted.</p>
20.1	Not Applicable
20.2	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"> 1. Registration certificate from Securities and Exchange Commission (SEC) for corporation including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; 2. 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; 3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); 4. Latest Audited Financial Statements; 5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS); 6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS).
21.1	Not Applicable



Section IV. General Conditions of Contract



1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.



5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.



Section V. Special Conditions of Contract



Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered at the Project Sites (see Annex A – Distribution Lists). Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representatives for the project being procured are the Heads of IT Resource Management Department (ITRMD) and Technical Support Department (TSD).</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and



b. in the event of termination of production of the spare parts:

- i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
- ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a time period three times the warranty period.

Spare parts or components shall be supplied as promptly as possible, but in any case, **within one (1) month** of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.



	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>One-time payment after final acceptance for each lot, which shall be credited to the LANDBANK or DBP account of the service provider.</p> <p>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.</p> <p>Payment using Letter of Credit is not allowed.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p>A. <u>DURING POST QUALIFICATION</u></p> <p>The Bidder with the lowest calculated bid shall provide demonstration of the proposed goods/products for technical evaluation and inspection of the TWG within five (5) days upon notice by the BAC.</p>



B. DURING PRODUCT DELIVERY

Within one hundred twenty (120) calendar days upon receipt of Notice to Proceed and Purchase Order, the Winning Bidder shall deliver the goods to the IT Resource Management Department (ITRMD) for initial inspection by ITRMD and SSS Authorized Inspectors.

C. PRIOR TO FINAL PRODUCT ACCEPTANCE

Final product acceptance shall only be issued jointly by the Heads of ITRMD and TSD upon completion of the following:

- a. Final Hardware and Software inspection.
- b. Performance Evaluation Test.
 - The installed goods/products shall undergo a Performance Evaluation Test for a period of twenty (20) calendar days, which shall commence on the first Monday immediately following the day when the Notice of Complete Delivery and Installation is submitted by the Supplier to ITRMD.
 - Immediately upon successful completion of the Performance Evaluation Test, SSS shall notify the Supplier in writing of acceptance of the product and issue the Certificate of Final Acceptance to authorize payment, subject to the applicable COA rules and regulations.
 - If successful completion of the Performance Evaluation Test is not attained within twenty (20) calendar days from the Notice of Complete Delivery and Installation by the Supplier, SSS shall have the option of terminating the contract or continuing the product performance evaluation.
 - However, in continuing the Performance Evaluation Test, a daily penalty of 1/10 of 1% of the contract price shall be imposed on the Supplier until successful performance and accepted by SSS. The SSS' option to terminate the contract shall remain in effect until such time a successful completion of the Performance Evaluation Test is attained. However, when the penalty amount has reached 10% of the total contract price, **the SSS shall automatically terminate the contract.**
 - Upon cancellation of the contract, SSS shall forfeit the performance security and the contract may be awarded to the next bidder with Lowest Calculated and Responsive Bid.
 - In awarding the contract to the bidder with the next Lowest Calculated and Responsive Bid, the forfeited performance security will be applied to the difference in the bid price. If the forfeited performance security is insufficient, the bidder whose bond was forfeited shall shoulder the remaining difference in cost.



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 agreed further, that prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.

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.



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project sites.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<p>Supply, Delivery, Deployment and Configuration into Operational State of:</p> <p>a. Lot 1: PC Workstations</p> <p style="padding-left: 20px;">i. Non-Technical PCWS</p> <p style="padding-left: 20px;">ii. Technical PCWS</p> <p>b. Lot 2: Laptops</p> <p>c. Lot 3: Display Monitors</p>	<p>1,041</p> <p style="padding-left: 20px;">60</p> <p style="padding-left: 20px;">182</p> <p style="padding-left: 20px;">256</p>	<p>1,041</p> <p style="padding-left: 20px;">60</p> <p style="padding-left: 20px;">182</p> <p style="padding-left: 20px;">256</p>	<p>Within one-hundred twenty (120) calendar days from receipt of Notice to Proceed and Purchase Order, inclusive of twenty (20) calendar days for the set-up and configuration of PCWS (Lot 1) and Laptops (Lot 2)</p>
2	<p>Documentation</p> <p>Installation, Maintenance & User's Manual</p> <p>a. Lot 1: PC Workstations</p> <p style="padding-left: 20px;">i. Non-Technical PCWS</p> <p style="padding-left: 20px;">ii. Technical PCWS</p> <p>b. Lot 2: Laptops</p> <p>c. Lot 3: Display Monitors</p> <p>Note: Shall be included in the box/packaging upon delivery and deployment of the equipment</p>	<p>1,041</p> <p style="padding-left: 20px;">60</p> <p style="padding-left: 20px;">182</p> <p style="padding-left: 20px;">256</p>	<p>1,041</p> <p style="padding-left: 20px;">60</p> <p style="padding-left: 20px;">182</p> <p style="padding-left: 20px;">256</p>	<p>Within one-hundred twenty (120) calendar days from receipt of Notice to Proceed and Purchase Order.</p>
3	<p>Three (3) Years Warranty with Preventive Maintenance and Remedial Services</p>			<p>To commence immediately upon SSS issuance of Certificate of Final Acceptance</p>
4	<p>Equipment Listing</p> <p>Winning Bidder/s shall submit the following to ITRMD prior to product delivery:</p> <p>For Lot 1 -</p> <p>a. PC Workstations Serial Number</p> <p>b. PC Workstations Physical/Machine Address</p> <p>c. Windows Operating System OEM (base license) Product Keys or Equivalent</p>			<p>Within one-hundred twenty (120) calendar days from receipt of Notice to Proceed and Purchase Order.</p>

	<p>For Lot 2 -</p> <ul style="list-style-type: none">a. Laptops Serial Numberb. Laptops Physical/Machine Addressc. Windows Operating System OEM (base license) Product Keys or Equivalent <p>For Lot 3 -</p> <ul style="list-style-type: none">a. Display Monitor Serial Numberb. Display Monitor Physical/Machine Address	
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Section VII. Technical Specifications



Technical Specifications

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Minimum Technical and Functional Specification	Statement of Compliance
I. Supply, Delivery and Deployment of Various Front-End Resources with the following minimum specifications (SSS ITMG Standards for 4th Quarter of 2020):		
LOT 1		
A. PC WORKSTATIONS For Non-Technical Users		
1	Processor 4 Cores, 4 Threads, 6MB L3 Cache, Latest Generation (last two generation series)	
2	Memory 8 GB 2400MHz DDR4 (2 x 4 GB DIMMs – Dual Channel)	
3	Storage 500 GB SSD (SATA or NVMe)	
4	Video Card Integrated, with at least 1GB shared RAM	
5	Network Interface Card On-board Ethernet 10/100/1000 mbps Wireless LAN Card 802.11a/b/g/n/ac	
6	USB Port 6 On-board USB ports: <ul style="list-style-type: none"> ▪ At least two (2) ports located at the front panel ▪ At least two (2) USB 3.0 ports 	
7	Audio Port On-board Audio ports: <ul style="list-style-type: none"> ▪ Audio-out ▪ Headphone and microphone connector or combo on front panel 	



8	<p>Casing</p> <p><u>For Small Form Factor (SFF) Desktop:</u> Maximum of 4 (height) x 12 (width) x 13 (depth) inches</p> <p><u>For Small Form Factor (SFF) Tower:</u> Maximum of 12 (height) x 4 (width) x 13 (depth) inches</p>	
9	<p>Monitor</p> <p>At least 23” (diagonal, exclusive of frame) Wide LED, 3840 X 2160, DVI or HDMI</p> <p>Must be the same brand as the system unit</p>	
10	<p>Video Interface</p> <p>DVI or HDMI</p> <p>(Use of Converters/Adapters is not allowed)</p>	
11	<p>Mouse</p> <p>USB Optical Wheel Mouse with Mouse Pad</p> <p>Must be the same brand as the system unit</p>	
12	<p>Keyboard</p> <p>USB QWERTY – 104 keys</p> <p>Must be the same brand as the system unit</p>	
13	<p>Operating System</p> <p>Must be installed with Windows 10 64-bit OS.</p> <p>Must be able to support SSS existing applications running on Windows 10 Professional (64-bit) OS and IE11/Edge.</p> <p>Must be Original Equipment Manufacturer (OEM) license.</p> <p>The proposed hardware must have a certification from the manufacturer stating that the hardware can run Windows 10 Professional (64-bit) OS.</p> <p>Must have a Certificate of Authenticity (COA) sticker or license key must embedded in BIOS.</p>	
B. PC WORKSTATIONS For Technical Users		
1	<p>Processor</p> <p>6 Cores, 12 Threads, 12MB L3 Cache, Latest Generation (last two generation series)</p>	
2	<p>Memory</p> <p>16 GB 2666MHz DDR4</p> <p>(2 x 8 GB DIMMs – Dual Channel)</p>	
3	<p>Storage</p> <p>500 GB SATA 7200 RPM Hard Disk Drive (HDD) and 240 GB SSD (SATA or NVMe)</p>	



4	Video Card Dedicated, with at least 1GB RAM capable of dual display	
5	Network Interface Card On-board Ethernet 10/100/1000 mbps Wireless LAN Card 802.11a/b/g/n/ac	
6	USB Port 6 On-board USB ports <ul style="list-style-type: none"> ▪ At least two (2) ports located at the front panel ▪ At least two (2) USB 3.0 ports 	
7	Audio Port On-board Audio ports <ul style="list-style-type: none"> ▪ Audio-out ▪ Headphone and microphone connector or combo on front panel 	
8	Casing Tower with maximum width of 6.5 inches	
9	Monitor At least 23” (diagonal, exclusive of frame) Wide LED, 3840 X 2160, DVI or HDMI Must be the same brand as the system unit	
10	Video Interface DVI or HDMI (Use of Converters/Adapters is not allowed)	
11	Mouse USB Optical Wheel Mouse with Mouse Pad Must be the same brand as the system unit	
12	Keyboard USB QWERTY – 104 keys Must be the same brand as the system unit	
13	Operating System Must be installed with Windows 10 64-bit OS Must be able to support SSS existing applications running on Windows 10 Professional (64-bit) OS and IE11/Edge Must be Original Equipment Manufacturer (OEM) license The proposed hardware must have a certification from the manufacturer stating that the hardware can run Windows 10 Professional (64-bit) OS Must have a Certificate of Authenticity (COA) sticker or license key must be embedded in BIOS	



LOT 2		
LAPTOP		
1	Processor 4 Cores, 8 Threads, 4MB L3 Cache, Latest Generation (last two generation series)	
2	Memory 8GB 2400MHz DDR4	
3	Storage 500 GB Solid State Drive (SATA or NVMe)	
4	Video Card Integrated, with at least 1GB Shared RAM	
5	Connectivity On-board Ethernet 10/100/1000 mbps Wireless LAN Card: IEEE 802.11 b/g/n Bluetooth v.5.0	
6	Display 14" widescreen LED Backlit, 1920 x 1080	
7	Audio Integrated stereo speaker and digital microphone	
8	Webcam Integrated Web Camera	
9	Input Device Keyboard, Touchpad	
10	USB Port 3 USB ports	
11	Audio Port Headphone and microphone connector or combo	
12	External Video Interface HDMI and VGA (or VGA adapter)	
13	LAN Interface Ethernet (RJ-45)	
14	Battery Minimum of 5 hours battery runtime on full charge	
15	Weight Maximum of 2.0 kg (inclusive of battery)	



16	<p>Operating System</p> <p>Must be installed with Windows 10 64-bit OS</p> <p>Must be able to support SSS existing applications running on Windows 10 Professional (64-bit) OS and IE11/Edge</p> <p>Must be Original Equipment Manufacturer (OEM) license</p> <p>The proposed hardware must have a certification from the manufacturer stating that the hardware can run Windows 10 Professional (64-bit) OS</p> <p>Must have a Certificate of Authenticity (COA) sticker or license key must embedded in BIOS</p>	
17	<p>Accessories</p> <p>Must include the following:</p> <ul style="list-style-type: none"> ▪ Laptop bag ▪ Mouse pad ▪ USB Optical Mouse (must be same brand as laptop) 	
LOT 3		
DISPLAY MONITOR		
1	<p>Display</p> <p>Screen Size: 55 Inches</p> <p>Backlit Type: Light-Emitting Diode (LED)</p> <p>Resolution: 1920 x 1080</p> <p>Aspect Ratio: 16:9</p>	
2	<p>Connectivity</p> <p>Interfaces:</p> <ul style="list-style-type: none"> ▪ Component/Composite, Stereo Mini Jack, TV in ▪ VGA port ▪ 3 On-board HDMI port <ul style="list-style-type: none"> ○ At least two (2) ports at the back or bottom ○ At least one (1) port at the side of the screen <p>2 On-board USB ports</p> <ul style="list-style-type: none"> ▪ At least one (1) port at the side of the screen <p>Use of Converters/Adapters is not allowed.</p> <p>Network:</p> <ul style="list-style-type: none"> ▪ LAN / Wi-Fi 802.11 a/b/g/n; Wi-Fi- Direct / DLNA 	
3	<p>Accessories</p> <p>Cables (HDMI, Power cables, etc.)</p> <p>Remote Control</p> <p>Audio speaker of 2 x 10 watts (Stereo)</p> <p>Adjustable wall-mounting bracket (VESA) or adjustable floor stand (VESA)</p>	



II. ADDITIONAL REQUIREMENTS

1. Required Voltage for PC Workstation (Lot 1) is 220V-240V AC
2. Required Voltage for Laptop (Lot 2) is 110-240V AC (Auto-Volt)
3. Required Voltage for Display Monitor (Lot 3) is 110-240V AC (Auto-Volt)
4. Proposed products (PC Workstations, Laptops and Display Monitor) shall be Energy Star Compliant. The Product shall have an Energy Star service mark that can be verified on the unit, product packaging, product literature or listed in the Energy Star website.
5. Supplies and other accessories should include the following:
 - a. Power Cable (NEMA 5-15 standard) for Lot 1 and Lot 2
 - b. Device driver/s
 - c. User Manual/s
6. For PC Workstations (Lot 1) and Laptop (Lot 2), product manufacturer must have a website that provides service helpdesk and includes downloadable software drivers and utilities.

III. CERTIFICATIONS AND OTHER DOCUMENTS

1. Bidders must submit the following:
 - a. Certificate from the bidder the availability of spare parts within the warranty Period.
 - b. Certificate from the manufacturer that the proposed product is brand new and can be supported during the three (3) year warranty period.
 - c. Certificate of Authorized Distributorship/Dealership from the Manufacturer of the proposed product/s addressed to the Procuring Entity or Certificate of Authorized Dealership from Distributor and Certificate of Authorized Distributorship from the Manufacturers of the proposed product/s addressed to the Procuring Entity. Certification shall be valid until December 2021. The Winning Bidder will be required to submit the Certificate for the remainder of the warranty period.
 - d. Certification from the bidder stating that it has Helpdesk Support System in place to accommodate SSS technical support requests.
2. Submission of other Documents:
 - a. A list of support personnel that will be assigned to the project with detailed resume on experience and training.
 - b. ISO 9001-2015 certification of the Manufacturer for the last three (3) years prior to the submission and opening of bids.



IV.	DOCUMENTATION	
	1. Installation, maintenance & user's manual/guide for each delivered equipment.	
	2. Hard copies must be included in the box/packaging upon delivery of the equipment.	
V.	WARRANTY REQUIREMENTS	
	A 3-year warranty is required on all delivered goods and shall take effect upon issuance of Certificate of Final Acceptance. Said warranty, in addition to the provisions of GCC Clause 17 and to the expressed or implied warranties, as provided for under Philippine laws, shall include, as follows:	
	1. The winning bidder should warrant that should there be announced improvements on the proposed product and/or any of its components, after date of submission of proposals and before date of implementation, such improved product or its components should be delivered to and installed at the SSS by the Supplier without affecting the submitted bid price proposal.	
	2. During the warranty period, SSS should be entitled to all applicable software version upgrades (OS, bundled software), security patches, and feature packs at no additional cost to SSS.	
	3. During the warranty period, winning bidder shall provide onsite maintenance support, consisting of Preventive and Remedial Services on all delivered products and/or its components. Details of said preventive and remedial services are described in Item VI, below	
	4. The following warranties shall be in addition to the expressed or implied warranties, as provided for under Philippine laws: <ul style="list-style-type: none"> • Software performance check and fine tuning. • The frequency of preventive maintenance shall be on an annual basis. Where applicable, the preventive maintenance shall include standard cleaning, of the equipment to ensure that it is in optimum operating condition. • The Winning Bidder/s shall utilize experienced and trained technicians or engineers under its supervision in rendering the required maintenance. Hence, the winning Supplier is required to provide a list of support personnel with detailed resume on experience and training. The support personnel must have experience and/or training in front-end IT resources support such as PC Workstations and/or Laptops. • Spare parts shall be available 24x7 in case of system malfunction. • Service units shall be available 24x7 for all equipment. 	



VI	PREVENTIVE & REMEDIAL REQUIREMENTS WITHIN THE WARRANTY PERIOD	
	1. The Winning Bidder/s shall provide the following maintenance support consisting of Preventive and Remedial Maintenance services on all hardware and software components of the proposal at no additional cost to the SSS.	
	2. All maintenance and technical support shall be available locally. The Winning Bidder/s shall utilize experienced and trained technicians or engineers under its direct employment and supervision in rendering the required maintenance. Hence, the winning bidder shall provide a list of support personnel with detailed resume on experience and training.	
	3. Winning Bidder/s must have a Helpdesk Support System in place to accommodate SSS technical requests. <ul style="list-style-type: none"> • Must provide ticket for each technical request or issues and must provide status report until resolution. • Must be available twenty-four hours (24) x seven (7) days a week including holidays. • Must support notification for technical support via web, email and telephone. 	
	4. All maintenance and technical support shall be available locally. The Winning Bidder/s shall utilize experienced and trained technicians or engineers under its direct employment and supervision in rendering the required maintenance.	
VII	Hardware/Software Preventive Maintenance	
	1. The frequency of preventive maintenance shall be on an annual basis	
	2. The Winning Bidder/s shall inform the ITRMD at least 2 weeks prior to the scheduled preventive maintenance.	
	3. Where applicable, the preventive maintenance shall include standard cleaning, inspection, and testing of equipment to ensure that it is in optimum operating condition, as well as, to reduce the possibility of equipment failure.	
VIII	Hardware/Software Remedial Service	
	1. Within two (2) hours upon receipt of notice, either through phone, electronic communication, or in writing, the Winning Bidder/s shall address the problem by making a phone call to the concerned SSS unit. If the problem persists, the service contractor shall address the problem onsite.	
	2. For offices located in NCR, the service contractor must be onsite within two (2) hours after problem is not resolved upon initial notification. For offices located outside NCR, service response requirements for onsite repair of service contractor shall be as follows:	



GROUP	CLUSTER / DIVISION	RESPONSE TIME
LUZON OPERATIONS	LUZON NORTH 1	Within 24 Hours <i>Except for:</i> <i>Baguio - Within 2 Hours</i> <i>Agoo and La Union - Within 12 Hours</i>
	LUZON NORTH 2	Within 24 Hours
	LUZON CENTRAL 1	Within 12 Hours <i>Except for:</i> <i>Baler - Within 24 Hours</i>
	LUZON CENTRAL 2	Within 12 Hours
	LUZON SOUTH 1	Within 12 Hours <i>Except for:</i> <i>San Pablo - Within 2 Hours</i> <i>Infanta - Within 24 Hours</i>
	LUZON SOUTH 2	Within 12 Hours <i>Except for:</i> <i>Calapan - Within 24 Hours</i> <i>Odiongan, Puerto Princesa, San Jose Occ. Mindoro - Within 36 Hours</i>
	LUZON BICOL	Within 12 Hours <i>Except for:</i> <i>Naga - Within 2 Hours</i> <i>Masbate and Virac - Within 36 Hours</i>
VISAYAS OPERATIONS	VISAYAS CENTRAL 1	Within 24 Hours <i>Except for:</i> <i>Cebu and Cebu NRA - Within 2 Hours</i> <i>Lapu-Lapu and Mandaue - Within 12 Hours</i>
	VISAYAS CENTRAL 2	Within 24 Hours



			VISAYAS WEST 1	Within 24 Hours <i>Except for: Bacolod and Bacolod East - Within 2 Hours</i>		
			VISAYAS WEST 2	Within 24 Hours		
	MINDANAO OPERATIONS		MINDANAO NORTH	Within 24 Hours <i>Except for: CDO - Within 2 Hours Camiguin - Within 36 Hours</i>		
			MINDANAO SOUTH 1	Within 12 Hours <i>Except for: Davao and Davao – Ilustre - Within 2 Hours</i>		
			MINDANAO SOUTH 2	Within 24 Hours <i>Except for: General Santos City - Within 12 Hours</i>		
			MINDANAO WEST	Within 24 Hours <i>Except for: Zamboanga - Within 2 Hours Basilan - Within 12 hrs</i>		
	3. Once onsite, the Winning Bidder/s shall repair the malfunctioning equipment, provided equipment has been operated in normal conditions.					
	4. If a malfunctioning unit is diagnosed to be defective, the Winning Bidder/s shall replace the defective part or component. All replacement parts shall be brand new and of equal quality and shall become the property of SSS. In the same manner, the parts replaced shall become the Supplier's property. However, if the replacement of the defective part or component doesn't address the problem, the Winning Bidder/s should replace the whole unit. Replacement unit shall be brand new and of equal quality and shall become the property of SSS. In the same manner, the replaced unit shall become the Winning Bidder/s' property.					
	5. The Winning Bidder/s must at all times (24 x 7) maintain a reasonable supply of replacement and spare parts to effect the remedial services required. The SSS may, at any time during the term of agreement, require the Winning Bidder/s to provide an inventory list of such supply of Replacement and Spare Parts.					



	6. The Winning Bidder/s shall reinstall corrupted software caused by hardware failure.	
	7. If within 24 hours, upon arriving onsite, the Winning Bidder/s fails to restore / repair the malfunctioning part / component, the Winning Bidder/s must supply and install a service unit within the next 12 hours. SSS use of service units must not exceed 15 calendar days from the date the problem was first reported to the Winning Bidder/s, defective units must be fixed or replaced within 15 days. All shipment / delivery fees must be charged against the account of the Winning Bidder/s.	
	8. The Winning Bidder/s must deploy at least one (1) support personnel in rendering support services onsite.	
IX.	SSS Representative. A designated SSS representative shall always be present during the performance of the above-mentioned maintenance and remedial services to provide assistance especially in compliance with safety regulations. In the event that safety is compromised, the Winning Bidder/s shall terminate the ongoing work and to resume the same only as soon as the danger to one's safety is eliminated.	
X.	Service Report Requirements	
	<p>1. Preventive Maintenance</p> <p>For every completed annual maintenance, the Winning Bidder/s shall provide the IT Resource Management Department (ITRMD) and the concerned Office/Department/Branch a copy of an accomplished service report, confirming the completed preventive maintenance. The report shall be duly signed by the designated SSS representative, as described above, and by his/her immediate supervisor. The aforementioned service report shall be accomplished on a per location basis (Office/Department/Branch).</p> <p>The service report shall include the following information:</p> <ol style="list-style-type: none"> a. Name of Service Crew/s b. Applicable Period of Preventive Maintenance c. Time-In and Out of Service Crew/s d. Description of the units serviced, to include as follows: <ul style="list-style-type: none"> • Unit/Item Description; • Type; • Model; and • Serial Number / Part Number 	
	<p>2. Remedial Services</p> <p>For each remedial service conducted, the Winning Bidder/s shall provide the ITRMD and the concerned Office/Department/Branch a copy of an accomplished service report, confirming the completed service. The report shall be duly signed by a designated SSS representative and by his/her immediate supervisor.</p> <p>The above-mentioned service report shall include the following information:</p> <ol style="list-style-type: none"> a. Problem Notification Details 	



	<ul style="list-style-type: none"> • Name of Notifying SSS Personnel; • Date and Time of Notification; and • Initially Reported Problem <p>b. Winning Bidder/s' Response Details</p> <ul style="list-style-type: none"> • Date and Time of the Service Crew's arrival on site; • Diagnosed Problem; • Cause of Problem; • Resolutions Made; • Complete description of all replacement parts and the malfunctioning or faulty machine parts; • Winning Bidder/s recommendations, as to how the problem may be prevented in the future; • Date and time the problem was resolved; • Description of the unit/s serviced, to include as follows: <ul style="list-style-type: none"> - Item Description; - Type; - Model; and - Serial Number / Part Number. 	
XI.	The Winning Bidder/s acknowledges that the SSS will suffer loss by the delay or failure to have the services completed in all parts within the period stipulated under the contract. The Winning Bidder/s shall pay the SSS liquidated damages in the amount allowable by law.	
XII.	The Winning Bidder/s shall provide at least one service technician stationed at the SSS Main Office within the 3-year warranty period. The Winning Bidder/s may opt not to provide a technician stationed at the Main Office provided that the required SLAs or Service Response Times are met and if the Winning Bidder/s have an existing technician onsite, they are no longer required to provide an additional technician.	



***Section VIII. Checklist of Technical and
Financial Documents***



Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); if non- Platinum members, submit the following:
- (b) PhilGEPS Registration, and
- (c) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (d) 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;
And
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder 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; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, **within five (5) years period prior to the submission and opening of Bids; and**
- (h) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; Or Original copy of Notarized Bid Securing Declaration; and
- (i) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder and copy Authority to Notarize issued to the Notary Public by the Regional Trial Court.

Other documentary requirements under RA No. 9184 (as applicable)

For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos:

- (k) Copy of Treaty, International or Executive Agreement; or
- (l) 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.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



Class "B" Documents

- (n) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Financial Documents

- (o) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (p) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

II. FINANCIAL COMPONENT ENVELOPE

- (q) Original of duly signed and accomplished Financial Bid Form; and
- (r) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

IMPORTANT REMINDERS

- A) Each and every page of the **Bid Forms, Price Schedule(s)/Bid Breakdown**, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
 - a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:

Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component
Envelop (2): COPY1 – Eligibility Requirements and Technical Component
Envelop (3): COPY2 – Eligibility Requirements and Technical Component
 - b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:

Envelop (4): ORIGINAL – Financial Component
Envelop (5): COPY1 – Financial Component
Envelop (6): COPY2 – Financial Component



- c) Bidders shall enclose, seal and mark the following:
- Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked “ORIGINAL–BID”
- Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked “COPY1–BID”
- Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”
- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
- addressed to the Procuring Entity’s BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

<p>THE CHAIRPERSON BIDS AND AWARDS COMMITTEE 2ND FLOOR, SSS MAIN BUILDING EAST AVENUE, DILIMAN, QUEZON CITY</p> <p>NAME OF BIDDER : _____ ADDRESS : _____</p> <p>NAME OF PROJECT: _____ ITB REFERENCE NUMBER: _____</p> <p style="text-align: center;">DO NOT OPEN BEFORE (the date and time for the opening of bids)</p>
--

- E) Bids submitted after the deadline shall only be marked for recording purpose, shall not be included in the opening of bids, and shall be returned to the bidder unopened.
- F) Bidders shall submit a copy of the Authority to Notarize issued by the Regional Trial Court to the Notarial Public.



FORMS



Bid Form for the Procurement of Goods

BID FORM

SUPPLY, DELIVERY, DEPLOYMENT, AND INSTALLATION INTO OPERATIONAL STATE OF VARIOUS FRONT-END INFORMATION TECHNOLOGY RESOURCES

LOT 1 – 1,041 Units Non-Technical Personal Computer Workstation (PCWS) and 60 Units Technical PCWS

Date: _____

Project Identification No.: _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] SUPPLY, DELIVERY, DEPLOYMENT, AND INSTALLATION INTO OPERATIONAL STATE OF VARIOUS FRONT-END INFORMATION TECHNOLOGY RESOURCES in conformity with the said PBDs for the sum of [**total Bid amount in words and figures**] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price 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 herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
_____	_____
_____	_____
_____	_____

(if none, state "None")

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 us.



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

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

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____



Bid Form for the Procurement of Goods

BID FORM

**SUPPLY, DELIVERY, DEPLOYMENT, AND INSTALLATION INTO
OPERATIONAL STATE OF VARIOUS FRONT-END INFORMATION
TECHNOLOGY RESOURCES**

LOT 2 – 182 Units Laptop

Date: _____
Project Identification No.: _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] SUPPLY, DELIVERY, DEPLOYMENT, AND INSTALLATION INTO OPERATIONAL STATE OF VARIOUS FRONT-END INFORMATION TECHNOLOGY RESOURCES in conformity with the said PBDs for the sum of [**total Bid amount in words and figures**] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price 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 herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____

(if none, state "None")

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 us.



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

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

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____



Bid Form for the Procurement of Goods

BID FORM

**SUPPLY, DELIVERY, DEPLOYMENT, AND INSTALLATION INTO
OPERATIONAL STATE OF VARIOUS FRONT-END INFORMATION
TECHNOLOGY RESOURCES**

LOT 3 - 256 Units Display Monitor

Date: _____
Project Identification No.: _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] SUPPLY, DELIVERY, DEPLOYMENT, AND INSTALLATION INTO OPERATIONAL STATE OF VARIOUS FRONT-END INFORMATION TECHNOLOGY RESOURCES in conformity with the said PBDs for the sum of [**total Bid amount in words and figures**] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price 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 herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____

(if none, state "None")

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 us.



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

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

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____



Price Schedule(s)/Bid Breakdown
LOT 1 – PCWS FOR NON-TECHNICAL AND TECHNICAL USERS

Name of Bidder _____ Invitation to Bid Number _____

Cost Component	No. of Units	Cost per Unit	Total Cost
PC Workstations			
a. Non-Technical	1,041	₱	₱
b. Technical	60	₱	₱
3-year Warranty Preventive Maintenance and Remedial Services	FREE		
TOTAL			₱

Note:

1. Any bid exceeding the ABC of **₱52,252,200.00** shall not be accepted.
2. Fill up all required items/field in the bid breakdown. 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. Please use the softcopy of the Bid Breakdown provided to the bidders.
4. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
5. Bid proposal must be inclusive of all applicable taxes.
6. Warranty requirement is at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

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



Price Schedule(s)/Bid Breakdown
LOT 2 – LAPTOP

Name of Bidder _____ Invitation to Bid Number _____

Cost Component	No. of Units	Total Cost
Laptops	182	₱
3-year Warranty Preventive Maintenance and Remedial Services	FREE	
TOTAL		₱

Note:

1. Any bid exceeding the ABC of **₱8,217,300.00** shall not be accepted.
2. Fill up all required items/field in the bid breakdown. 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. Please use the softcopy of the Bid Breakdown provided to the bidders.
4. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
5. Bid proposal must be inclusive of all applicable taxes.
6. Warranty requirement is at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

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



Price Schedule(s)/Bid Breakdown
LOT 3 – DISPLAY MONITOR

Name of Bidder _____ Invitation to Bid Number _____

Cost Component	No. of Units	Total Cost
Display Monitors	256	₱
3-year Warranty Preventive Maintenance and Remedial Services	FREE	
TOTAL		₱

Note:

1. Any bid exceeding the ABC of **₱9,945,600.00** shall not be accepted.
2. Fill up all required items/field in the bid breakdown. 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. Please use the softcopy of the Bid Breakdown provided to the bidders.
4. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
5. Bid proposal must be inclusive of all applicable taxes.
6. Warranty requirement is at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

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



Formula in the Computation of NFCC

NAME OF PROJECT

NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

$$15 \left(\frac{\text{Current Assets}}{\text{Current Assets}} - \frac{\text{Current Liabilities}}{\text{Current Liabilities}} \right) - \frac{\text{Total Outstanding Works}}{\text{Total Outstanding Works}} = \text{NFCC}$$

P _____
NFCC

Prepared and Submitted by:

Signature over Printed Name



(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date: _____

Social Security System (SSS)
SSS Main Building, East Avenue
Diliman, Quezon City

CONTRACT PROJECT	:	_____
COMPANY/FIRM	:	_____
ADDRESS	:	_____
BANK/FINANCING	:	_____
INSTITUTION	:	_____
ADDRESS	:	_____
AMOUNT	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____
Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004
Rules on Notarial Practice _____ issued on _____ at _____, Philippines.

NOTARY PUBLIC

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

(Note: The amount committed should be machine validated in the Certificate itself)



FORM-05

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT/ PERCENTAGE OF COMPLETION



FORM-06

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO
THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC
WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)**

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS



Bid Securing Declaration Form

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

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: *[Insert name and address of the Procuring Entity]*

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.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of 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 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; 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; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, 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]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

SUPPLY, DELIVERY, DEPLOYMENT, AND INSTALLATION INTO OPERATIONAL STATE OF VARIOUS FRONT-END INFORMATION TECHNOLOGY RESOURCES

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and



- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]
for:

[Insert Signatory's Legal Capacity]
for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Omnibus Sworn Statement (Revised)

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

AFFIDAVIT

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

1. Select one, delete the other:

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

[If a 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];

2. Select one, delete the other:

[If a 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 [Name of the Project] of the [Name of the Procuring Entity] as shown in the attached duly notarized Special Power of Attorney;

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached documents showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.);];

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 as defined and provided for in the Uniform Guidelines on Blacklisting;

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 rest:

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Consultant]* 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Performance Securing Declaration (Revised)

[As alternative performance security to be submitted by the winning bidder within ten (10) days from receipt of Notice of Award]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



Annex A. Distribution List

LOT 1

SUMMARY	QTY
1. NON-TECHNICAL PCWS A. E-Centers – 434 Units B. Main Office - 519 Units C. Branches (NCR) - 27 Units D. Branches (Luzon) - 17 Units E. Branches (Visayas) - 25 Units F. Branches (Mindanao) - 19 Units	1041
2. HIGHLY TECHNICAL	60

1. NON-TECHNICAL PCWS

A. E-Centers

Branch Name	Qty	Address	Contact Number	Contact Person
CONGRESSIONAL	2	2F, Northridge Plaza Bldg., 12 Congressional Ave., Brgy. Bahay Toro, Quezon City	(02) 8294-3872	Juanillo S. Descalzo III, Branch Head
DEPARO	2	NC Jeam Bldg., 31 Dalia St. cor. Susano Road, Celia Subd., Brgy. 168, Deparo, Caloocan City	(02) 8961-7510	Ronaldo W. Recio, Branch Head
EASTWOOD	1	ABQ Bldg., E. Rodriguez Ave., Brgy. Bagumbayan, Quezon City	(02) 8351-1623	Ariel Dino L. Salgado, Acting Head
KALOOKAN	1	Forward Group Bldg. 317 EDSA cor. Gen. Malvar St Brgy. 135, Caloocan City	(02) 8367-2265 to 66	Eleanor F. Deato, Acting Head
NAVOTAS	2	Philippine Mariner Bldg., Brgy. North Bay Blvd. Navotas City	(02) 8351-8890	Martin D. Bautista Jr, Branch Head.
NOVALICHES	4	GF, Robinsons Novaliches, Quirino Highway, Brgy. Pasong Putik, Novaliches, Quezon City	(02) 8937-4953	Lydia C. Cereno, Branch Head
PASO DE BLAS	2	4F, Puregold Paso de Blas, NLEX Valenzuela Exit cor. East Service Road, Brgy. Paso De Blas, Valenzuela City	(02) 8961-7424	Divina Gracia B. Raymundo, Concurrent Acting Head
SAN FRANCISCO DEL MONTE	2	3F & 4F, SRF Bldg., 1038 Del Monte Ave., Brgy. Paraiso, Quezon City	(02) 8373-9906	Maria Araceli C. Gibe, Acting Head
VALENZUELA	6	Puregold Valenzuela, 419 Mac Arthur Highway, Brgy. Dalandanan, Valenzuela City	(02) 8292-4225	Emma J. Enriquez, Branch Head
ANTIPOLO	4	2F, Antipolo Triangle Mall, Sen. Sumulong Memorial Circle, Brgy. San Jose, Antipolo City	(02) 8650-7627- 29	Berlita F. Fabrero, Branch Head



Branch Name	Qty	Address	Contact Number	Contact Person
MANDALUYONG - SHAW	2	2F, 500 Shaw Zentrum, Shaw Blvd. cor. Laurel St., Brgy. Pleasant Hills, Mandaluyong City	(02) 8696-1060	Annabella Pollyanne M. Romasoc, Branch Head
NEW PANADEROS	11	2F & 3F, Tuazon Bldg., New Panaderos cor. San Roque St., Mandaluyong City	(02) 8531-6461	Marichi S. Trinidad, Acting Head
ORTIGAS	3	Lower Level 1, Robinsons Galleria, EDSA cor. Ortigas Ave., Brgy. Ugong Norte, Quezon City	(02) 8234-0790	Venice S. Alonzo, Acting Head
PASIG - MABINI	6	2F, One Victoria Plaza, A. Mabini St., Brgy. Kapasigan, Pasig City	(02) 8641-4410	Arturo C. Rivera, Acting Head
PASIG - PIONEER	7	2F, Cromagen Bldg., 8007 Pioneer St., Brgy. Kapitolyo, Pasig City	(02) 8635-2610	Zenaida B. Bolado, Acting Head
PASIG - ROSARIO	2	Alfonso Commercial Complex, 185 Dr. Sixto Antonio Ave., Brgy. Rosario, Pasig City	(02) 8633-3986 to 87	Victor C. Ocampo, Acting Head
SAN JUAN	5	Glialcon Villas Bldg. 1, 128 F. Blumentritt St., Brgy. Batis, San Juan City	(02) 8721-5184	Susan Rebecca D. Larion, Branch Head
TANAY	2	Km. 54, Manila East Road, Brgy. Tandang Kutyo, Tanay, Rizal	(02) 8696-1079	Edna Q. Aldea, Branch Head
LEGARDA	5	Cobee Bldg., 2485 Legarda St., Brgy. 412, Sampaloc, Manila	(02) 8735-7438	Dolora Q. Hojilla, Acting Head
MANILA	8	C-201, 2F, Zen Tower 2, 1111 Natividad A. Lopez St., Brgy. 659, Ermita, Manila	(02) 8527-5488	Josephine D. Ang, Acting Head
PASAY - ROXAS BLVD.	5	HK Sun Plaza, SSS FCA Property, 8001 Financial Center, Roxas Blvd., Brgy. 76, Pasay City	(02) 8556-0992	Daniel T. Caput, Branch Head
PASAY - TAFT	2	ERL Investment Corp. Bldg., 2532 Taft Ave., Brgy. 93, Pasay City	(02) 8832-2103	Lorenza F. Pancho, Branch Head
STA. MESA	2	2F, J & T Bldg., 3894 Ramon Magsaysay Blvd. cor. Santol Ext., Brgy. 587-A, Sampaloc, Manila	(02) 8713-0509	Amalia M. Catral, Branch Head
TONDO	2	ST Condominium, 1480 G. Masangkay St. cor. Bambang St., Brgy. 261, Tondo, Manila	(02) 8257-1531	Eudora G. Racuyal, Acting Head
ALABANG - MUNTINLUPA	2	GF & 2F, Norfil Bldg., 22 National Highway, Brgy. Putatan, Muntinlupa City	(02) 8807-0600	Rowela Cristina R. Macasadia, Branch Head
ALABANG - ZAPOTE	2	2F, Estrellita Center, Alabang-Zapote Road, Brgy. New Alabang, Muntinlupa City	(02) 8894-4220	Catherine T. Gomez, Branch Head



Branch Name	Qty	Address	Contact Number	Contact Person
BICUTAN - SUN VALLEY	2	FTO Bldg., 4145 Sun Valley Drive, Brgy. Sun Valley, Bicutan, Parañaque City	(02) 8782-2576	Juliet T. Bolinao, Acting Head
LAS PIÑAS	2	8001 Rosal St., Doña Manuela Subdivision, Brgy. Pamplona Tres, Las Piñas City	(02) 8872-2573	Fe Marie Fernandez-Geraldo, Branch Head
MAKATI - CHINO ROCES	5	2F, Makati Central Square, 2130 Chino Roces Ave., Brgy. Pio Del Pilar, Makati City	(02) 8840-1633	Cristine Grace B. Francisco, Branch Head
MAKATI - GIL PUYAT	8	ECC Bldg., 355 Gil Puyat Ave., Brgy. Bel-Air, Makati City	(02) 8890-1636	Jesusa T. Casimiro, Acting Head
MAKATI - GUADALUPE	1	3F, Guadalupe Commercial Complex, 9 EDSA, Brgy. Guadalupe Nuevo, Makati City	(02) 8556-1848	Jesus Arnel A. Arcilla, Acting Head
PARAÑAQUE	4	2F, Puregold Sucat, Dr. A. Santos Ave., Brgy. San Isidro, Sucat, Parañaque City	(02) 8825-0270	Hoechst R. Potato, Acting Head
TAGUIG - GATE 3	3	3F, Gate 3 Plaza, Lawton Ave. cor. Juliano Ave., PH 3, AFPOVAI, Western Bicutan, Taguig City	(02) 8931-0592	Veronica G. Logronio, Acting Head
AGOO	2	3/F B & D Bldg., Mc Arthur Highway, San Antonio, Agoo, La Union	(072) 682-2779	Roderick M. Andrada, Branch Head
BAGUIO	7	SSS Bldg., Harrison Road, Brgy. Harrison-Claudio Carantes, Baguio City	(074) 444-2929	Nancy M. Umoso, Branch Head
BANGUED	1	Seares Bldg., Rizal Street, Zone 5 Bangued, Abra	(074) 752-7476	Edward G. Urua, Branch Head
BONTOC	2	A. Kiat-Ong Bldg., Loc-Ong St., Poblacion, Bontoc	(074) 633-0007	Caroline C. Kapawen, Acting Head
CANDON	2	San Nicolas, Candon, Ilocos Sur	(077) 604-0343	CAH :Amor P. Erpelo
LA TRINIDAD	2	GF, Jewel Igorot Bldg., Km. 4, Brgy. Balili, La Trinidad, Benguet	(074) 422-4702	Dominador G. Malatag, Acting Head
LA UNION	5	SSS Bldg., Government Ctr., Sevilla, San Fernando City, La Union	(072) 242-5812 to 13	Francisco F. Pentecostes, Acting Head
LAOAG	4	RT Bueno Bldg., Don E. Ruiz St., Brgy. No. 18, San Quirino (Pob.), Laoag City, Ilocos Norte	(077) 771-4414	Richard M. Raralio, Acting Head
VIGAN	3	2F, UNP Town Center, Brgy. Tamag, Vigan City, Ilocos Sur	(077) 722-2686 (BH)	Cecille T. Sally, Branch Head



Branch Name	Qty	Address	Contact Number	Contact Person
CAUAYAN, ISABELA	1	2nd Floor, Puregold Cauayan, Don Juan Dacanay St., San Fermin, Cauayan City, Isabela	(078) 652-1215	Reynante T. Fernando, Acting Head
ILAGAN	2	2/F North Star Mall, Alibagu, Ilagan City, Isabela	(078) 323-2182	Guadalupe D. Castillo, Branch Head
SANTIAGO, ISABELA	2	2F, Xentro Mall Santiago, Four Lanes St. cor. Maharlika Highway, Brgy. Villasis, Santiago City, Isabela	(078) 305-0498	Jeannie D. Mesa, Acting Head
SOLANO	2	Guevardan Bldg., Burgos St., Brgy. Quezon, Solano, Nueva Vizcaya	(078) 326-7325	Jane T. Cabauatan, Acting Head
TUGUEGARAO	6	Cedenio Bldg., Luna St., Brgy. Centro 3 (Pob.), Tuguegarao, Cagayan	(078) 844-2108	Janet D. Canillas, Acting Head
ALAMINOS	2	AMA Bldg., Marcos Ave., Brgy. Palamis, Alaminos, Pangasinan	(075) 696-0752	Jose Alvin M. Altre, Branch Head
BALANGA	4	G/F. Wong Chun Kar Bldg., Rotary Avenue, Tenejero, Balanga City, Bataan	(047) 237-3349 (BH)	Joel Y. Villafuerte, Branch Head
BALER	3	2F, NE Mall Baler, National Highway, Brgy. Suklayin, Baler, Aurora	Mobile no. 09203883968	Christian C. Catacutan, Acting Head
CABANATUAN	4	NE Pacific Shopping Center, Km. 111, Maharlika Highway, Brgy. Hermogenes C. Concepcion, Cabanatuan City, Nueva Ecija	(044) 463-0691	Jose Rizal S. Tarun, Branch Head
CAMILING	2	Julian Qui Bldg., Bonifacio St., Brgy. Poblacion II, Camiling, Tarlac	(045) 934-0463	Monalisa C. Nardo, Branch Head
DAGUPAN	3	East Gate Plaza, AB Fernandez Ave., Brgy. Mayombo, Dagupan City, Pangasinan	(075) 523-4094	Primitivo D. Verania Jr., Branch Head
IBA	2	ACM Bldg. II, National Highway, Palanginan, Iba, Zambales	(047) 603-0487	Elizabeth C. Gabon, Branch Head
MARIVELES - BEPZ	3	Basement, AFAB Administration Bldg., Freeport Area of Bataan, Brgy. Malaya, Mariveles, Bataan	(047) 935-4479	Jordan A. Herrera, Branch Head
SAN CARLOS, PANGASINAN	2	San Carlos Town Center, Rizal Ave. cor. Zamora St., Brgy. Rizal (Pob.), San Carlos City, Pangasinan	Mobile no. 09564913175	Catalina A. Basbas, Acting Head
SAN JOSE NE	3	NE Bodega, Brgy. Abar 2nd, San Jose City, Nueva Ecija	(044) 958-7502	Haidee G. Binag, Acting Head



Branch Name	Qty	Address	Contact Number	Contact Person
TARLAC	6	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-3366	Maria Maxima C. Macaraeg, Branch Head
URDANETA	2	3/F Government Center, CB Mall, Mc Arthur Hiway, Nancayasan, Urdaneta City, Pangasinan	(075) 568-8512	Narciso M. Martinez Jr., Branch Head
ANGELES	3	Level 3, MarQueen Mall, Francisco G. Nepo Ave., Pulung Maragul, Angeles City	(045) 304-4158	Normita M. Cruz, Branch Head
BOCAUE	1	Oro Villas 2, No. 229 McArthur Highway, Brgy. Wakas, Bocaue, Bulacan	(044) 769-1644	Evangeline O. Mananghaya, Concurrent Acting Head
MALOLOS	3	GF & F, N- Bldg., The Cabanas, Mc Arthur Highway, Brgy. Longos, Malolos City, Bulacan	(044) 896-3325	Albina Leah C. Manahan, Acting Head
PAMPANGA	1	SSS Bldg., Brgy. Maimpis, San Fernando City, Pampanga	(045) 861-3176	Pablita A. David, Branch Head
SAN JOSE DEL MONTE	2	Starmall, SJDM, Quirino Highway cor. Kaypian Rd, Brgy. Kaypian, San Jose Del Monte, Bulacan	(044) 797-0394	Winda G. Agustin, Acting Head
STA. MARIA	2	NEM Bldg., Gov. Fortunato Halili Ave., Bagbagin Sta. Maria, Bulacan	(044) 815-0898	Hilario A. Ribuyaco, Acting Head
BACOR	8	Jolly Home Apartelle, Aguinaldo Highway corner Coastal Road Talaba 7, Bacoor City	(046) 472-2368	Josephine S. Hipolito, Acting Head
BIÑAN	10	3rd Level Central Mall Biñan, Malvar St., San Vicente, Biñan, Laguna	(049) 511-6758	Roberto S. Pagayunan, Branch Head
CALAMBA	3	SSS Building, National Highway, Parian, Calamba City, Laguna	(049) 545-1689	April S. Baje, Acting Head
INFANTA	2	CNV Business Hub, 311 Gen. Luna St., Brgy. Poblacion 39, Infanta, Quezon	(042) 535-2707 (BH)	Anna Peachy P. Gurango, Acting Head
LUCENA	6	Lucena Grand Central Terminal Bldg., Diversion Road, Ilayang Dupay, Lucena City	(042) 710-8626	Frederick D. Isip, Branch Head
ROSARIO (EPZA)	4	Abutin Bldg., Brgy. Tejeros Convention, Rosario, Cavite	(046) 437-0025 (BH)	Eva E. Tomenio, Branch Head
SAN PABLO	2	SSS Bldg., Balagtas Blvd. cor. M. Paulino St., Brgy. III-A (Pob.), San Pablo City, Laguna	(049) 521-0831	Roman R. Belen, Acting Head
SAN PEDRO	3	2F, Robinsons Galleria South, Km. 31, Natl. Hiway, Brgy. Nueva, San Pedro City, Laguna	(02) 8292-2554	Reynante A. Untiveros, Acting Head
SANTA ROSA	2	GF, Citywalk Bldg., Zircon Road, Sta. Rosa Commercial Complex, Brgy. Balibago, Sta. Rosa, Laguna	(049) 543-0844	Grace R. Velasco,, Branch Head



Branch Name	Qty	Address	Contact Number	Contact Person
BATANGAS	5	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185	Jessica M. Agbay, Acting Head
BOAC	1	10 De Oktubre St., Brgy. Malusak, Boac, Marinduque	(042) 332-1872 (BH)	Remaly M. Saguid, Acting Head
LEMERY	2	Xentro Mall, Ilustre Ave., Brgy. Malinis, Lemery, Batangas	(043) 318-2623	Apolonia A. Tria, Acting Head
LIPA	5	G/F & 2/F, The Only Place Business Center, Brgy. Maraway, Lipa City	(043) 756-7507	Joseph Pedley V. Britanico, Branch Head
PUERTO PRINCESA	2	GF, Grandway Bldg., Eastville City Walk, San Pedro, Puerto Princesa City, Palawan	(048) 433-7147	Abdualib A. Abirin, Acting Head
SAN JOSE, OCC. MINDORO	2	2nd Floor, Balmes Building, Diego Silang Street, Barangay 5, San Jose Occidental Mindoro	(043) 457-0093	Esmeralda S. Madriaga, Acting Head
DAET	3	Ching Bldg., Merchant St., Central Plaza Complex, Brgy. Lag-on, Daet, Camarines Norte	(054) 571-2764	Ermina Maria P. Robredo, Branch Head
IRIGA	2	Cerillo Bldg., No. 272 National Highway, San Nicolas, Iriga City, Camarines Sur	(054) 456-0876 (BH)	Jogar B. Tosoc, Acting Head
LEGAZPI	4	Morante Bldg., Imperial Court Subd., Phase II, Legazpi City	(052) 480-7301	Rosario B. Bien, Acting Head
MASBATE	2	GF & 2F, KLM De Luna Bldg., 30 Mabini St., Brgy. Centro (Pob.), Masbate City, Masbate	(056) 588-0711	Julieta B. Compuesto, Acting Head
NAGA	4	SSS Bldg., Concepcion, Pequeña, Naga City	(054) 472-9791	Claribel L. Rebueno, Branch Head
SORSOGON	1	Jomil Enterprises Bldg., Quezon St., Polvorista, Sorsogon City	(056) 211-1638	Rolando G. Gomez., Branch Head
VIRAC	1	P. Araojo Shopping Arcade, Cavinitan, Virac, Catanduanes	VOIP: 5061	Divina T. Avila, Branch Head
BOGO	3	Osing Bldg., Sim Bogo Business Park, P. Rodriguez St., Brgy. La Purisima Concepcion, Bogo City, Cebu	(032) 434-8692	William P. Penserga, Branch Head
CEBU	7	SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu	(032) 505-9301	Eric A. Coronado, Branch Head
DANAO	3	2F, City Mall Danao, Olivar Sr. Ext. cor. F. Ralota St., Brgy. Poblacion, Danao City, Cebu	(032) 340-9200	Rocelyn F. Duay, Acting Head



Branch Name	Qty	Address	Contact Number	Contact Person
LAPU - LAPU	8	GF, Annex Bldg., Gaisano Mactan Island Mall, Brgy. Pajo, Lapu-Lapu City, Mactan, Cebu	(032) 341-1004	Gemma C. Caberte, Acting Head
MANDAUE	6	3F, J. Centre Mall, A.S. Fortuna St., Brgy. Bakilid, Mandaue City, Cebu	(032) 346-4983	Janice L. Caballes, Acting Head
TAGBILARAN	2	2F, Galleria Luisia Bldg., Gov. Celestino Gallares St., Brgy. Poblacion 2, Tagbilaran City, Bohol	(038) 412-3934	Alieta I. Basubas, Branch Head
TALISAY	3	2F, Rosalie Bldg., Gaisano Grand Fiesta Mall, Highway, Brgy. Tabunok, Talisay City, Cebu	(032) 520-7234	Sheila Marie V. Abad, Acting Head
TOLEDO	3	2F, TE Bldg., Diosdado Macapagal Highway, Brgy. Sangi, Toledo City, Cebu	(032) 467-9644	Maria Cleotilda O. Cabañero, Acting Head
TACLOBAN	6	GF & 2F, Caroline Cordiel Bldg., 103 Lopez Jaena St. cor. M.H. Del Pilar St., Brgy. 2, Tacloban City, Leyte	(053) 832-1160	Lilibeth A. Cajucom, Branch Head
ORMOC	1	GF, Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City, Leyte	(053) 561-2476	Porferio A. Salidaga Jr., Branch Head
MAASIN	1	JQD Bldg., Kangleon St., Brgy. Manhattan (Pob.), Maasin City, Southern Leyte	(053) 381-2117	Gregorio S. Baroza, Branch Head
CATBALOGAN	2	Noyden Bldg., San Bartholomew St., Brgy. 7, Catbalogan City, Western Samar	VOIP: 6051	Aileen A. Olanan, Branch Head
CALBAYOG	2	PNB Bldg., Maharlika Highway, Brgy. Obrero, Calbayog City, Western Samar	055) 209-2738	Dario C. Tan, Acting Head
BACOLOD	6	SSS Bldg., Lacson St., Brgy. 17 (Pob.), Bacolod City, Negros Occidental	(034) 433-2293	Ma. Sheila V. Galeno, Branch Head
BACOLOD EAST	2	East One Atrium Bldg., Burgos Ext., Bgy. Villamonte Bacolod City, Negros Occidental	(034) 441-6599	Emelia B. Solinap, Branch Head
BAGO	2	JGM Bldg., Gen. Luna St., Brgy. Poblacion, Bago City, Negros Occidental	(034) 732-8888	Elisa M. Llavan, Branch Head
BAIS	2	Amorganda Bldg., National Highway, Bgy. Talungon Bais City, Negros Oriental	(035) 541-5361	Lynlee Lu G. Dato, Acting Head
DUMAGUETE	2	MM Kho Bldg., Romero Highway, Brgy. Bagacay, Dumaguete City, Negros Oriental	(035) 225-4340	Vincent O. Trani, Branch Head
KABANKALAN	1	GF, PPZ Enterprize-NZ Commercial Bldg., J.Y. Perez Ave., National Highway, Brgy. Talubangi, Kabankalan City, Negros Occidental	(034) 471-2224	Brenda B. Cruz, Branch Head



Branch Name	Qty	Address	Contact Number	Contact Person
SAGAY	2	JGM Bldg., National Highway cor. Roxas Ave., Brgy. Poblacion II (2), Sagay City, Negros Occidental	(034) 488-0112	Lina V. Hilado, Branch Head
SAN CARLOS, NEGROS OCC.	3	GF & 2F, BAYANILAJJ Bldg., cor. Broce Azcona St., Brgy. 4, San Carlos City, Negros Occidental	(034) 312-5422	Jane T. Gargoles, Branch Head
ANTIQUE	2	Eagle's Place Dalipe Bldg., Trade Town Dalipe, Brgy. Funda-Dalipe, San Jose de Buenavista, Antique	(036) 540-8112	Phillip M. Lucero, Acting Head
ILOILO - CENTRAL	5	3F & 4F, TTW Bldg., cor. JM Basa and Mapa Sts., Brgy. Zamora-Melliza, Iloilo City, Iloilo	(033) 509-7850	Eva J. Cura, Branch Head
ILOILO - MOLO	3	GT Mall Plaza, M.H. Del Pilar, Brgy. Poblacion Molo, Iloilo City, Iloilo	(033) 330-2963	Angelo O. Blancaver, Branch Head
KALIBO	2	GF & 2F, Casa Constancia Bldg., Roxas Ave. Ext., Brgy. Andagao, Kalibo, Aklan	(036) 500-8360	Rene Moises G. Gonzales, Branch Head
CAGAYAN DE ORO	6	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 350-3529	Antonio G. Fabia, Acting Head
CDO - LAPASAN	3	G/F Market City and East Bound Integrated Terminal, Agora, Lapasan, CDO	(088) 880-7024	Valentine V. Aunzo, Branch Head
VALENCIA	2	Level 2, Robinsons Place Valencia, Sayre Highway, Brgy. Bagontaas, Valencia City, Bukidnon	(088) 828-0275	Jose Roel J. Herbieta, Branch Head
BUTUAN	4	Rudy Tiu Bldg., A.D. Curato St., Brgy. Rajah Soliman Pob. (Brgy. 4), Butuan City, Agusan del Norte	(085) 225-2153	Marilyn O. Tamayo, Acting Head
SURIGAO	2	Parkway Building., Km. 2 National Highway, Brgy. Luna, Surigao City, Surigao del Norte	(086) 231-7033	Arnold O. Pepino, Branch Head
TANDAG	2	Pimentel Bldg., Donasco St., Brgy. Bagong Lungsod (Pob.), Tandag City, Surigao del Sur	(086) 211-3718	Benigno J. Dagani Jr., Branch Head
SAN FRANCISCO, AGUSAN	2	Alexander Bldg., Purok IV, Brgy. Hubang, San Francisco, Agusan del Sur	Mobile number: 09774905731	Exequiel M. Amplayo, Acting Head
ILIGAN	4	Mindanao Sanitarium & Hospital College Bldg., Tibanga Highway, Brgy. San Miguel, Iligan City, Lanao Del Norte	(063) 221-2988	Cheryl V. Jariol, Branch Head
OZAMIS	2	Grandway Bldg., Don Anselmo Bernard Ave., Catadman-Manabay, Ozamis City	(088) 521-0441	Liza J. Lumantas, Acting Head
OROQUIETA	2	Oroquieta Town Center, Canubay, Oroquieta City	(088) 531-1210	Simon Jude Q. Obut, Acting Head



Branch Name	Qty	Address	Contact Number	Contact Person
BISLIG	2	Natalio Plaza Bldg., Espiritu St., Mangagoy, Bislig City, Surigao Del Sur	(086) 853 - 2334	Edgardo S. Bulasa, Acting Head
DAVAO	10	SSS Bldg., J.P. Laurel Ave., Brgy. 20-B (Pob.), Davao City, Davao Del Sur	(082) 222-6810	Mary Ellen A. Estoque, Acting Head
DAVAO - ILUSTRE	2	Gaisano Grand Citimall Davao, Ilustre St., Brgy. 30-A, Davao City, Davao Del Sur	(082) 224-2167	Alnora Y. Presbitero, Branch Head
DIGOS	2	Rebecca Sy Bldg., LapuLapu Ext., Brgy. Zone 3 (Pob.), Digos City, Davao del Sur	(082) 553-5658	Monique S. Alcantara, Acting Head
MATI	2	Old NIA Bldg., Limatoc St., Brgy. Matiao, Mati City, Davao Oriental	(087) 388-4585	Donato D. Lim, Acting Head
PANABO	2	Door 5 Centino Bldg., Quezon Blvd., Brgy. Sto. Niño, Panabo City	(084) 628-4037	Siarina S. Piatos, Acting Head
TAGUM	4	Level 2, Gaisano Grand Mall, Apokon Road, Brgy. Apokon, Tagum City	(084) 400-1035	Imelda A. Guerra, Acting Head
TORIL	2	GF, Gaisano Grand Mall-Toril, Saavedra St., Toril, Davao City	(082) 291-0012	Jocelyn T. Gopo, Acting Head
COTABATO	1	S.T. Lim Holdings, Inc. Bldg., Makakua St., Brgy. Poblacion, Cotabato City, ARMM	(064) 421-8289	Orly C. Mabinay, Acting Head
GENERAL SANTOS CITY	8	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City	(083) 554-5754	Jose Froilan M. Garcia, Acting Head
KIDAPAWAN	1	GF, ROMA Bldg., Quezon Blvd., Brgy. Poblacion, Kidapawan City, North Cotabato	(064) 278-3384	Rita Fe S. Limbaga, Acting Head
KORONADAL	2	2F, Gaisano Grand Mall, Gen. Santos Drive, Brgy. Sto. Niño (Bo. 2), Koronadal City, South Cotabato	VOIP: 9021	Suzette H. Purificacion, Branch Head
TACURONG	1	GF & 2F, Gensan Amicitia Realty Devt. Corp. Bldg., Lapulapu St., Brgy. Poblacion, Tacurong City, Sultan Kudarat	(064) 200-3338	Serafin G. Hingco, Branch Head
ZAMBOANGA	4	PHIDCO Bldg., Veterans Ave., Brgy. Camino Nuevo, Zamboanga City, Zamboanga del Sur	(062) 993-0418	Irene D. Laxamana, Acting Head
IPIL	1	Chiong Bldg., Poblacion Ipil, Zamboanga Sibugay	(062) 333-2295	Gilbert F. Ceniza, Acting Head



Branch Name	Qty	Address	Contact Number	Contact Person
DIPOLOG	2	Ramos Bldg., Rizal Ave., Brgy. Central (Pob.), Dipolog City, Zamboanga Del Norte	(065) 212-2518	Joel T. Loques, Acting Head
GRAND TOTAL	434			

B. MAIN OFFICE

Office/Unit	Qty	Address	Contact Number	Contact Person
COMMISSION SECRETARIAT DEPT.	23	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02) 8709-7198 Local 3901	Jocelyn B. Paraiso, Department Manager
POLICY RESEARCH AND GOVERNANCE DEPT.	2	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02) 8772-3305	Alan C. Ortiz, Department Manager
DEPUTY COMMISSION CLERK	2	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02) 8709-7198 Local 3901	Naomi A. Antazo, Deputy Commission Clerk
NCR COMMISSION LEGAL DEPT.	2	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02) 8709-7198 Local 3901	Mary Lyn Y. David, Acting Head
LUZON COMMISSION LEGAL DEPT.	2	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02) 8709-7198 Local 3901	Jose B. Salgado Jr., Department Manager
VISAYAS COMMISSION LEGAL DEPT.	2	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02) 8709-7198 Local 3901	Tinna Marie R. Luzuriaga, Acting Head
MINDANAO COMMISSION LEGAL DEPT.	2	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02) 8709-7198 Local 3901	Maria Teresa D. Gaerlan, Acting Head
IASDIV. I - NCRFAD	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6004	Teresita D. Landicho, Acting Head
IASDIV. I - LVMAD	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6407	Blesila V. Lim, Department Manager
INTERNAL AUDIT SERVICE DIV. II	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5087	Froilan M. Misa, Acting Head
FINANCIAL AND INVESTMENTS AUDIT DEPT.	2	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5085	May O. Aberin, Department Manager
CORPORATE SERVICE AUDIT DEPT.	3	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5090	Rene T. Vicente, Acting Head
PROCUREMENT AND SPECIAL AUDIT DEPT.	2	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5091	Alexander C. Marquez, Acting Head
SMDBAD	11	9/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5084	Melanie E. Morales, Acting Head
PENSION ADMINISTRATION DEPT.	6	11/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5785	Carmen O. Soriano, Department Manager
RDF-BAD	10	9/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5787	Bibiano Jess P. Chenilla, Department Manager
BORD	5	9/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198	C/o ITRMD



Office/Unit	Qty	Address	Contact Number	Contact Person
VOLUNTARY PROVIDENT FUND DEPT.	6	9/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5830	Mark Anthony D. Mendoza, Acting Head
IDENTITY MANAGEMENT DEPT.	11	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5710	Jose Antonio L. Salazar, Department Manager
MEMBER ELECTRONIC SERVICES DEPT.	4	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6094	Arceli G. Carlos, Department Manager
ACCOUNT MANAGEMENT GROUP	1	3/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5238	Mario R. Sibucan, Senior Vice President
OFWMD	4	3/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5926	Elena DG. Clemente, Concurrent Acting Head
EMPLOYER DELINQUENCY MONITORING DEPT. (EDMD)	20	4/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5395	Lilibeth E. Cortez, Department Manager
CORPORATE LEGAL SERVICES DIV	1	4/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5385	Joselito A. Vivit, Vice President
LITIGATION DEPARTMENT	2	4/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5390	Mary G. Miranda, Acting Head
OPERATIONS LEGAL SERVICES DIV. I	1	4/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5380	Renato S. Cuisia, Vice President
OPERATIONS LEGAL SERVICES DIV. II	1	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 858-3792	Raul P. Cinco, Concurrent Acting Head
NCR EAST LEGAL DEPT.	11	2F, Cromagen Bldg., 8007 Pioneer St., Brgy. Kapitolyo, Pasig City	(02) 8635-2610	Renato Jacinto S. Cuisia, Concurrent Acting Head
NCR WEST LEGAL DEPT.	11	11/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6041	Digna P. De Alban, Acting Head
NCR NORTH LEGAL DEPT.	9	11/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6044	Jomar C. Catabay, Department Manager
NCR SOUTH LEGAL DEPT.	13	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02) 8812-0437	Stella Berna Lo Blesilda D. Valentona-Inacay, Department Manager
LUZON CENTRAL LEGAL DEPT. - TARLAC	7	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-3366	Vic Byron T. Fernandez, Department Manager
LUZON NORTH LEGAL DEPT. - BAGUIO	10	SSS Bldg., Harrison Road, Brgy. Harrison-Claudio Carantes, Baguio City	(074) 444-2929	Blesselda M. Acosta, Acting Head
LUZON NORTH LEGAL DEPT. - ISABELA	2	2F, Xentro Mall Santiago, Four Lanes St. cor. Maharlika Highway, Brgy. Villasis, Santiago City, Isabela	(078) 305-0498	Vicente Sol C. Cuenca, Department Manager
LUZON SOUTH LEGAL DEPT. - SAN PABLO	1	SSS Bldg., Balagtas Blvd. cor. M. Paulino St., Brgy. III-A (Pob.), San Pablo City, Laguna	(049) 521-0831	Alejandro T. Diaz, Department Manager
LUZON SOUTH LEGAL DEPT. - BATANGAS	2	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185	Marc A. Villanueva, Acting Head
LUZON BICOL LEGAL DEPT. - NAGA	9	SSS Bldg., Concepcion, Pequeña, Naga City	(054) 250-8120	Ma. Charissa M. Oliver-Velasco



Office/Unit	Qty	Address	Contact Number	Contact Person
VISAYAS CENTRAL LEGAL DEPT. - CEBU	10	SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu	(032) 505-9301	Marie Ann B. Chavez, Acting Head
VISAYAS WEST LEGAL DEPT. - ILOILO CENTRAL	9	3F & 4F, TTW Bldg., cor. JM Basa and Mapa Sts., Brgy. Zamora-Melliza, Iloilo City, Iloilo	(033) 509-7850	Bernardo B. Dofitas Jr, Department Manager
VISAYAS WEST LEGAL DEPT. - BACOLOD	9	SSS Bldg., Lacson St., Brgy. 17 (Pob.), Bacolod City, Negros Occidental	(034) 433-2293	Ma. Ela R. Manzon, Department Manager
MINDANAO SOUTH LEGAL DEPT. - DAVAO	8	SSS Bldg., J.P. Laurel Ave., Brgy. 20-B (Pob.), Davao City, Davao Del Sur	(082) 222-6810	Chillete B. Bolo-Escovilla, Acting Head
MINDANAO NORTH LEGAL DEPT. - CDO	16	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 350-3529	Raul P. Cinco, Department Manager
MINDANAO WEST LEGAL DEPT. - ZAMBOANGA	6	PHIDCO Bldg., Veterans Ave., Brgy. Camino Nuevo, Zamboanga City, Zamboanga del Sur	(062) 993-0418	Cyrene C. Tinae, Department Manager
QUALITY MANAGEMENT DEPT.	12	6/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5372	Arnold A. Tolentino, Department Manager
MSSD	3	6/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5370	Maria Nimfa V. Franco, Department Manager
CPPD	18	6/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5356	Colette H. Cordial, Department Manager
PUBLIC AFFAIRS AND SPECIAL EVENTS DIV.	3	7/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5319	Fernando F. Nicolas, Concurrent Acting Head
MEDIA AFFAIRS DEPT.	8	7/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5319	Fernando F. Nicolas, Department Manager
MEDICAL SERVICES DIV.	5	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6059	Medel Blas C. Morales, Concurrent Acting Head
HEALTH CARE DEPT.	6	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6059	Medel Blas C. Morales, Department Manager
MEDICAL OPERATIONS DEPT.	3	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5801	Elisa B. Baroque, Department Manager
IT GOVERNANCE AND STANDARDS DEPT.	3	9/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5582	Danilo H. Yarcia, Acting Head
INVESTMENTS SUPPORT DIV.	2	5/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5108	Gilda Victoria G. Mendoza, Vice President
TREASURY DIV.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5137	Guillermo M. Urbano, Jr. Vice President
CASH MANAGEMENT DEPT.	23	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5142	Yolanda C. Ladonga, Department Manager
LIQUIDITY MANAGEMENT AND BANK DEPOSITS DEPT.	12	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6068	Ma. Dorothea R. Dimla, Department Manager
ALTERNATIVE INVESTMENTS DIV.	6	7/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6086	Analyn L. Selda, Concurrent Acting Head
INVESTMENT PROPERTY DEPT.	2	5/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5745	Ermely K. Abad, Concurrent Acting Head



Office/Unit	Qty	Address	Contact Number	Contact Person
CORPORATE SERVICES SECTOR	4	6/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5232	Elvira G. Alcantara-Resare, Executive Vice President
GENERAL ACCOUNTING DEPT.	4	5/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5191	Belinda B. Ella, Department Manager
BRANCH ACCOUNTING DEPT.	10	5/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5211	Venus D. Pascual, Department Manager
OPERATIONS ACCOUNTING DIV.	2	11/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5226	Ma. Vianney O. Go, Acting Head
INVESTMENT ACCOUNTING DEPT.	9	9/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6128	Annabel D. Villena, Acting Head
CONTRIBUTIONS ACCOUNTING DEPT.	13	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5270	Editha P. Salo, Acting Head
ENGINEERING AND FACILITIES MANAGEMENT DEPT	15	SSS Annex Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5534	Stephen P. Yap , Acting Head
PROCUREMENT PLANNING AND MANAGEMENT DEPT. (PPMD)	5	2/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5507	Violeta V. Javar, Acting Head
CONTRACT MANAGEMENT DEPT.	1	2/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6385	Earth E. Burgos, Acting Head
OPSD	6	8/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5475	Maria Celina M. Delapo, Department Manager
LEARNING AND DEVELOPMENT DEPT.	17	8/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5476	Filomena S. David, Department Manager
BRANCH EXPANSION AND MANAGEMENT SERVICES DEPT. (BEMSD)	14	3/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5746	Mary Gay H. Galang, Concurrent Acting Head
NCR OPERATIONS GROUP	2	7/F, SSS Bldg., East Ave., Quezon City	(02) 8924-9758	Maria Rita S. Aguja, Vice President
ITRMD BUFFER: allocation for temporarily closed branches/offices	35	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5692	Benjamin V. Billedo, Concurrent Acting Head
TOTAL	519			

BRANCHES

Branch Name	Qty	Address	Contact Number	Contact Person
C. NCR				
CONGRESSIONAL	21	2F, Northridge Plaza Bldg., 12 Congressional Ave., Brgy. Bahay Toro, Quezon City	(02) 8294-3872	Juanillo S. Descalzo III, Branch Head
NAVOTAS	6	Philippine Mariner Bldg., Brgy. North Bay Blvd. South, Navotas City	(02) 8351-8890	Martin D. Bautista Jr.
D. LUZON				
TARLAC	8	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-3366	Maria Maxima C. Macaraeg, Branch Head
URDANETA	2	3/F Government Center, CB Mall, Mc Arthur Hiway, Nancayasan, Urdaneta City, Pangasinan	(075) 568-8512	Narciso M. Martinez Jr , Branch Head
SAN PABLO	7	SSS Bldg., Balagtas Blvd. cor. M. Paulino St., Brgy. III-A (Pob.), San Pablo City, Laguna	(049) 521-0831	Roman R. Belen, Acting Head



Branch Name	Qty	Address	Contact Number	Contact Person
E. VISAYAS				
VISAYAS CENTRAL 1 DIVISION (CEBU)	4	3F, SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu	(032) 253-1085	Mario V. Corro, Vice President
SM CEBU - SO	1	2F, Govt. Service Express, SM City Cebu, North Reclamation Area, Brgy. Mabolo, Cebu City, Cebu	(032) 340-8060	Rosario Connie C. Moring
CATARMAN - SO CALBAYOG	2	RBVD Bldg., cor. JP Rizal and Quirino Sts., Brgy. JP Rizal, Catarman, Northern Samar	(055) 209-2738 VOIP-6121	Herminia T. Lusara
VISAYAS WEST 1 DIVISION (BACOLOD)	10	SSS Bldg., Lacson St., Bacolod City, Negros Occidental	(034) 433-9434	Lilani B. Benedian, Vice President
BACOLOD	3	SSS Bldg., Lacson St., Brgy. 17 (Pob.), Bacolod City, Negros Occidental	(034) 433-2293	Ma. Sheila V. Galeno
ROBINSONS PLACE BACOLOD - SO	2	Robinsons Place Bacolod, Lacson, Brgy. Mandalagan, Bacolod City, Negros Occidental	(034) 441-2239	Carmelita D. Huilar
ILOILO - MOLO	3	GT Mall Plaza, M.H. Del Pilar, Brgy. Poblacion Molo, Iloilo City, Iloilo	(033) 330-2963	Angelo O. Blancaver, Branch Head
F. MINDANAO				
CDO	12	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 350-3529	Antonio G. Fabia, Acting Head
ZAMBOANGA	7	PHIDCO Bldg., Veterans Ave., Brgy. Camino Nuevo, Zamboanga City, Zamboanga del Sur	(062) 993-0418	Irene D. Laxamana, Acting Head
TOTAL	88			



2. Highly Technical PCWS

Division/Department	Qty	Address	Contact Number	Contact Person
IT OPERATIONS DIVISION	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5594	C Ma. Salome E. Romano
IT OPERATIONS ANALYSIS DEPARTMENT	2	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5800	Evelyn T. Dy
IT SOLUTIONS DIVISION	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5624	C Robert B. Clemente
INFORMATION SOLUTIONS DEPARTMENT I	17	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5596	Van Rene M. Orpilla
INFORMATION SOLUTIONS DEPARTMENT II	16	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5599	Miriam L. Abcede
INFORMATION SOLUTIONS DEPARTMENT III	10	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5608	Maria Emily C. Lim
TECHNICAL SUPPORT DEPARTMENT	10	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5660	Ernesto P. Suarez
HOSTING SERVICES DEPARTMENT	3	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5673	Rogelio V. Lanuza
TOTAL	60			



LOT 2

SUMMARY	QTY
A. MAIN OFFICE	155
B. BRANCHES	
NCR	6
LUZON	10
VISAYAS	6
MINDANAO	5
TOTAL	182

A. Main Office

Department / Office Name	Qty	Address	Contact Number	Contact Person
DEPUTY COMMISSION CLERK	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 3901	Naomi A. Antazo Deputy Commission Clerk
COMMISSION SECRETARIAT DEPT.	1	SSS Makati Bldg., Ayala Ave. Corner VA Rufino Street, Makati City	(02)813-4297, (02) 8709-7198 Local 3901	Jocelyn B. Paraiso, Department Manager
POLICY RESEARCH AND GOVERNANCE DEPT.	1	SSS Bldg., East Ave., Quezon City	(02)813-4313, (02) 8709-7198 Local 34114	Alan C. Ortiz Department Manager III Policy Research and Governance Department
NCR-COMMISSION LEGAL DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 813-43-02, (02) 8709-7198 Local 3901	Mary Lyn Y. David Acting Head National Capital Region Commission Legal Department
LUZON COMMISSION LEGAL DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 813-4298, (02) 8709-7198 Local 3901	Jose B. Salgado Jr. Department Manager III Luzon Commission Legal Department
VISAYAS COMMISSION LEGAL DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 813-4309, (02) 8709-7198 Local 3903	Tinna Marie R. Luzuriaga Acting Head Visayas Commission Legal Department
MINDANAO COMMISSION LEGAL DEPT.	1	SSS Bldg., East Ave., Quezon City	(02)813-4308, (02) 8709-7198 Local 3901	Maria Teresa D. Gaerlan Acting Head Mindanao Commission Legal Department
INTERNAL AUDIT SERVICE GROUP	1	10/F, SSS Bldg., East Ave., Quezon City	(02)9272320, (02) 8709-7198 Local 5081	Josefina O. Fornilos Senior Vice President Concurrent Acting Head – Internal Audit Service Division I
INTERNAL AUDIT SERVICE DIV. I	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 922-1049, (02) 8709-7198 Local 5086	Froilan M. Misa Acting Head Internal Audit Service Division II



Department / Office Name	Qty	Address	Contact Number	Contact Person
IASDIV. I - NCRFAD	1	SSS Bldg., East Ave., Quezon City	(02) 922-1049, (02) 8709-7198 Local 5086	Teresita D. Landicho Acting Head NCR and Foreign Audit Department
IASDIV. I - LVMAD	1	SSS Bldg., East Ave., Quezon City	(02) 922-1049, (02) 8709-7198 Local 5086	Blesila V. Lim Department Manager III Luzon, Visayas and Mindanao Audit Department
FINANCIAL AND INVESTMENTS AUDIT DEPT.	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5099	May O. Aberin Department Manager III Financial and Investments Audit Department
CORPORATE SERVICE AUDIT DEPT.	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5099, 5092	Rene T. Vicente Acting Head Corporate Service Audit Department
PROCUREMENT AND SPECIAL AUDIT DEPT.	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5087	Alexander C. Marquez Acting Head Procurement and Special Audit Department
INFORMATION SYSTEMS AUDIT DEPT.	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5095, 5097	Froilan M. Misa Concurrent Acting Head Information Systems Audit Department
OFFICE OF THE PCEO	3	6/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5928	Aurora C. Ignacio President and CEO
BENEFITS ADMINISTRATION DIV.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5830	Joy A. Villacorta Vice President
RDF-BAD	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5786	Bibiano Jess P. Chenilla Department Manager III RDF Benefits Administration Department
VOLUNTARY PROVIDENT FUND DEPT.	1	SSS Bldg., East Ave., Quezon City	(02)942-7852, (02) 8709-7198 Local 5789	Mark Anthony D. Mendoza Acting Head Voluntary Provident Fund Department
IDENTITY MANAGEMENT DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5713	Jose Antonio L. Salazar Department Manager III Identity Management Department
MEMBER COMMUNICATIONS ASSISTANCE DEPT. (MCAD)	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5346	Lucrecia C. Martinez Department Manager III Member Communications and Assistance Department



Department / Office Name	Qty	Address	Contact Number	Contact Person
COOPERATIVES AND INFORMAL SECTOR DEPT. (CISD)	1	SSS Bldg., East Ave., Quezon City	(02)922-1059, (02) 8709-7198 Local 5799, 5758	Carlo C. Villacorta Concurrent Acting Head Cooperatives and Informal Sector Department
PROFESSIONAL SECTOR DEPT.	1	SSS Bldg., East Ave., Quezon City	(02)3435-9893, (02) 8709-7198 Local 6452	Carlo C. Villacorta Acting Head Professional Sector Department
LUZON-LAD	1	SSS Bldg., East Ave., Quezon City	(02) 435-9867/(02) 924- 7851, (02) 8709-7198 Local 5760	Melanie Barcelona Department Manager III Luzon Large Accounts Department
VIZMIN-LAD	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6089	Neil F. Hernaez Department Manager III Visayas-Mindanao Large Accounts Department
INTERNATIONAL OPERATIONS GROUP	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6358	Judy Frances A. See Concurrent Acting Head
BILATERAL AGREEMENTS DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 924-7822, (02) 8709-7198 Local 5737	Francis Paolo P. Lazaro Acting Head Bilateral Agreements Department
POEA	1	SSS Bldg., East Ave., Quezon City	(02)726-1679, (02) 8709-7198 Local 3261	Jennifer L. Pineda Concurrent Acting Head POEA Branch
LEGAL ENFORCEMENT GROUP	1	4/F, SSS Bldg., East Ave., Quezon City	(02)922-3683, (02) 8709-7198 Local 5377	Voltaire P. Agas Senior Vice President
EMPLOYER DELINQUENCY MONITORING DEPT. (EDMD)	1	4/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6381, 5395	Lilibeth E. Cortez Department Manager III Employer Delinquency Monitoring Department
SPECIAL INVESTIGATION DEPT.	1	4/F, SSS Bldg., East Ave., Quezon City	(02)924-7370, (02) 8709-7198 Local 5311	Ike Tubio Department Manager III
OPERATIONS LEGAL SERVICES DIV. I & II	1	4/F, SSS Bldg., East Ave., Quezon City	(02)922-1057, (02) 8709-7198 Local 5380	Renato Jacinto S. Cuisia Operations Legal Services Divisions I Concurrent Acting Head -NCR East Legal Department
NCR NORTH LEGAL DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6045	Jomar C. Catabay Department Manager III NCR North Legal Department
NCR EAST LEGAL DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 721-2326, (02) 8709-7198 Local 6032, 3031	Renato Jacinto S. Cuisia Operations Legal Services Divisions I Concurrent Acting Head -NCR East Legal Department



Department / Office Name	Qty	Address	Contact Number	Contact Person
NCR NORTH LEGAL DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6045	Jomar C. Catabay Department Manager III NCR North Legal Department
LUZON NORTH 1 LEGAL DEPT.	1	SSS Bldg., Harrison Road, Brgy. Harrison-Claudio Carantes, Baguio City	(074) 446-5397 Local 1001	Blesselda M. Acosta Acting Head Luzon North 1 Legal Department
LUZON CENTRAL LEGAL DEPT.	1	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 923-0043 Local 2006	Vic Byron T. Fernandez Department Manager III Luzon Central Legal Department
LUZON SOUTH 1 LEGAL DEPT.	1	SSS Bldg., Balagtas Blvd. cor. M. Paulino St., Brgy. III-A (Pob.), San Pablo City, Laguna	(049) 562-5919 Local 4005	Alejandro T. Diaz Department Manager III Luzon South 1 Legal Department
LUZON SOUTH 2 LEGAL DEPT.	1	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	To Be Supplied Through Bid Bulletin VOIP 4041	Marc A. Villanueva Acting Head Luzon South 2 Legal Department
LUZON BICOL LEGAL DEPT.	1	SSS Bldg., Concepcion, Pequeña, Naga City	(054)472-1546 Local 214	Ma. Charissa M. Oliver-Velasco Acting Head Luzon Bicol Legal Department
VISAYAS CENTRAL LEGAL DEPT.	1	SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu	(032)505-9301 Local 6001	Marie Ann B. Chavez Acting Head Visayas Central Legal Department
VISAYAS WEST 1 LEGAL DEPT.	1	SSS Bldg., Lacson St., Brgy. 17 (Pob.), Bacolod City, Negros Occidental	To Be Supplied Through Bid Bulletin VOIP 7001	Ma. Ela R. Manzon Department Manager III Visayas West 1 Legal Department
MINDANAO NORTH LEGAL DEPT.	1	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 858-3793 Local 8000, 8001	Raul P. Cinco Department Manager III Mindanao North Legal Department
MINDANAO SOUTH LEGAL DEPT.	1	SSS Bldg., J.P. Laurel Ave., Brgy. 20-B (Pob.), Davao City, Davao Del Sur	(082) 221-3536 Local 9001	Chillete B. Bolo-Escovilla Acting Head Mindanao South Legal Department
MINDANAO WEST LEGAL DEPT.	1	PHIDCO Bldg., Veterans Ave., Brgy. Camino Nuevo, Zamboanga City, Zamboanga del Sur	(062) 991-2007 Local 0001, 0008	Cyrene Tinae Department Manager III Mindanao West Legal Department
SAN FERNANDO, PAMPANGA	1	SSS Building, Barangay Maimpis San Fernando City, Pampanga	(045) 861-3176 Local 2012	Corita M. Gaduang Branch Head
TACLOBAN	1	Robert Yu Bldg., National Highway, Brgy. Fatima Marasbaras, Tacloban City, Leyte	(053) 321-2278 Local 6011	Lilibeth A. Cajucom Branch Head



Department / Office Name	Qty	Address	Contact Number	Contact Person
GEN. SANTOS	1	SSS Bldg., Macar Highway Brgy. Labangal, General Santos City	(083) 554-5754 Local 9011	Jose Froilan M.Garcia Acting Head General Santos City Branch
PROGRAM DEVELOPMENT AND PRICING DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5061, 5068	Paul Angelo G. Dolores Concurrent Acting Head Program Development and Pricing Department
VALUATION DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5067	Gilby G. Oribello Vice President
OPERATIONAL RISK MANAGEMENT DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5071, 6472	Rentony C. Gibe Vice President
FINANCIAL AND INVESTMENTS RISK MANAGEMENT DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6397	Christine C. Daquioag Department Manager III Financial and Investment Risk Management Department
MANAGEMENT SERVICES AND PLANNING DIV.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5373, 5352	Eleonora Cinco Vice President
MEDIA AFFAIRS DEPT.	1	7/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5054	Fernando F. Nicolas Department Manager III Media Affairs Department Concurrent Acting Head –Public Affairs and Special Events Division
MEDICAL SERVICES DIV.	1	G/F, SSS Bldg., East Ave., Quezon City	(02)924-3414, (02) 8709-7198 Local 5798, 8001	Medel Blas C. Morales Concurrent Acting Head
MEDICAL PROGRAM DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6131, 5799	Roberto U. Putong Department Manager III Medical Program Department
HEALTH CARE DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6059, 6061	Medel Blas Morales Department Manager III Health Care Department Concurrent Acting Head –Medical Services Division
MEDICAL OPERATIONS DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 924-7372, (02) 8709-7198 Local 5806, 5871	Elisa B. Baroque Department Manager III Medical Operations Department
IT INFORMATION GROUP	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 924-7855, (02) 8709-7198 Local 5618	Alan Gene O. Padilla Concurrent Acting Head
IT SUPPORT SERVICES DIVISION	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 927-2328, (02) 8709-7198 Local 5704	Felipe R. Cabanero Acting Head IT Support Services Division



Department / Office Name	Qty	Address	Contact Number	Contact Person
TECHNICAL SUPPORT DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5657, 5658	Ernesto P. Suarez Acting Head
HOSTING SERVICES DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5665, 5659	Rogelio V. Lanuza Department Manager III
NETWORK COMMUNICATION S DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 924-7898, (02) 8709-7198 Local 5633, 5632	Leo Calixto Abayon Department Manager III
INFORMATION SYSTEM DEPT. I	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5697	Van Rene M. Orpilla Department Manager III
INFORMATION SYSTEM DEPT. II	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5614	Miriam Lomarda-Abcede Acting Head
INFORMATION SYSTEM DEPT. III	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5619	Maria Emily C. Lim Department Manager III
INFORMATION SYSTEM DEPT. IV	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5691	Robert B. Clemente Department Manager III
DATA AND INFORMATION SERVICES DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6300, 5670	Marivic S. Villarama Department Manager III
PROGRAM SERVICES DIV.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5593, 5576	Alan Gene O. Padilla Vice President
INFORMATION SYSTEM S SECURITY DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5550, 5594	Maria Salome E. Romano Department Manager III
DATA COMPUTER OPERATIONS DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5680	Stella C. Josef Department Manager III
IT RESOURCE MANAGEMENT DEPARTMENT	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5707, 5706	Benjamin V. Billedo Concurrent Acting Head
INVESTMENTS SUPPORT DIV.	1	G/F, SSS Bldg., East Ave., Quezon City	(02)924-7363, (02) 8709-7198 Local 5108, 6104	Gilda Victoria G. Mendoza Vice President
ACCREDITATION DEPT.	1	SSS Bldg., East Ave., Quezon City	(02)924-7363, (02) 8709-7198 Local 6103, 6102	Cherrylyn E. Alegre Concurrent Acting Head
TREASURY DIV.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5138, 5137	Guillermo M. Urbano, Jr. Vice President
CASH MANAGEMENT DEPT.	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5148	Yolanda C. Ladonga Department Manager III
SECURITIES SETTLEMENT AND CUSTODY DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5144	Sylvester T. Lumbao Concurrent Acting Head
LIQUIDITY MANAGEMENT AND BANK DEPOSITS DEPT. (LMBDD)	1	G/F, SSS Bldg., East Ave., Quezon City	(02) 435-9855, (02) 8709-7198 Local 6412, 6068	Ma. Dorothea Dimla Department Manager III



Department / Office Name	Qty	Address	Contact Number	Contact Person
BUSINESS AND DEVELOPMENT LOANS DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5927	Ma. Gracia Abas Department Manager III
INVESTMENT PROPERTY DEPT.	1	5/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5318, 5180	Pedro T. Baoy Concurrent Acting Head
ROPA AND ACQUIRED ASSETS DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6114, 5177	Amado Gregorio P. Sopoco Department Manager III
CORPORATE SERVICES SECTOR	1	6/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5182, 5232	Elvira G. Alcantara-Resare Executive Vice President Concurrent Acting Head –Human Resource Management Group
FINANCIAL AND BUDGET DIV.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5232, 6459	Jean V. Lagrada Vice President
GENERAL ACCOUNTING DEPT.	1	5/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5198, 5200	Belinda Ella Department Manager III
BRANCH ACCOUNTING DEPT.	1	5/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5212, 5221	Venus Pascual Department Manager III
BUDGET DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5186	Jennie Ann V. Andres Concurrent Acting Head Budget Department
OPERATIONS ACCOUNTING DIV.	1	11/F, SSS Bldg., East Ave., Quezon City	(02)924-7897, (02) 8709-7198 Local 5226, 5241	Ma. Vianney Go Acting Vice President
INVESTMENT ACCOUNTING DEPT.	1	9/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5287	Annabel D. Villena Acting Head
COLLECTION DATA PROCESSING AND RECONCILIATION DEPARTMENT	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6077	Gennebeth T. Bustos Acting Head
ADMINISTRATION GROUP	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5353, 5354	Johnsy L. Mangundayao Acting Head
GENERAL SERVICES DIV.	1	SSS Bldg., East Ave., Quezon City	(02) 922-2991, (02) 8709-7198 Local 5489, 5490	Hydee R. Raquid Acting Head
BRANCH SUPPORT SERVICES DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5940	Teddy N. Carreon Acting Head
SECURITY DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 435-9887, (02) 8709-7198 Local 6028, 6012	Junjie M. Labangco Department Manager III
PROCUREMENT PLANNING AND MANAGEMENT DEPT.	1	2/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5496	Violeta V. Javar Acting Head
BACSEC DEPT.	1	2/F, SSS Bldg., East Ave., Quezon City	(02) 922-1070, (02) 8709-7198 Local 5492	Rosalyn A. Condat Acting Head



Department / Office Name	Qty	Address	Contact Number	Contact Person
CONTRACT MANAGEMENT DEPT.	1	2/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6386	Earth E. Burgos Acting Head
EMPLOYEE SERVICES DEPT.	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5194, 5207	Joselito De Los Reyes Department Manager III
BRANCH OPERATIONS SECTOR	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6145	Judy Frances See Executive Vice President
PMO	1	9/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5587	Rosa Crisostomo Department Manager III
EDMD	19	4/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6032, 8001	Lilibeth E. Cortez Department Manager III
ITRMD BUFFER Provision for replacement of defective units and new requests	35	SSS Bldg., East Ave., Quezon City	(02) 927-2328, (02) 8709-7198 Local 5692	Benjamin V. Billedo Concurrent Acting Head, ITRMD
TOTAL	155			

B. Branches

Branch Name	Qty	Address	Contact Number	Contact Person
DILIMAN PROCESSING CENTER	1	SSS Livelihood Bldg., East Triangle Property, East Ave., Brgy., Pinyahan, Diliman, Quezon City	(02) 8924-7854 Local 5815, 5818	Leo A. Danao Vice President
PASIG PROCESSING CENTER	1	2F, Cromagen Bldg., 8007 Pioneer St., Brgy., Kapitolyo, Pasig City	(02) 8635-2610 VOIP 3031	Zenaida B. Bolado Acting Head
MAKATI PROCESSING CENTER	1	2F, Makati Central Square, 2130 Chino Roces Ave., Brgy. Pio Del Pilar, Makati City	(02)8840-1633 VOIP 3361	Cristine Grace B. Francisco Branch Head
LA UNION PROCESSING CENTER	1	SSS Bldg., Government Ctr., Sevilla San Fernando City, La Union	(072) 242 5812 VOIP 1021	Francisco F. Pentecostes Acting Head
TARLAC PROCESSING CENTER	1	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-3366 VOIP 2004	Maria Maxima C. Macaraeg Branch Head
SAN PABLO PROCESSING CENTER	1	SSS Bldg., Balagtas Blvd. cor. M. Paulino St., Brgy. III-A (Pob.), San Pablo City, Laguna	(049) 521-0831 VOIP 4001, 4002	Roman R. Belen Acting Head
CEBU PROCESSING CENTER	1	SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu	(032) 505-9301 VOIP 6001	Eric A. Coronado Branch Head
ILOILO PROCESSING CENTER	1	3F & 4F, TTW Bldg., cor. JM Basa and Mapa Sts., Brgy. Zamora-Melliza, Iloilo City, Iloilo	(033) 509-7850 VOIP 7013	Eva J. Cura Branch Head
CAGAYAN DE ORO PROCESSING CENTER	1	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 350-3529 VOIP 8006	Antonio G. Fabia Acting Head
DAVAO PROCESSING CENTER	1	SSS Bldg., J.P. Laurel Ave., Brgy. 20-B (Pob.), Davao City, Davao Del Sur	(082) 222-6810 VOIP 9002	Mary Ellen A. Estoque Acting Head



Branch Name	Qty	Address	Contact Number	Contact Person
NCR NORTH DIVISION	1	8F, SSS Bldg., East Ave., Quezon City	(02) 8922-3453 VOIP 5808	BH Jocelyn Q. Garcia Acting Head
NCR EAST DIVISION	1	2F, Cromagen Bldg., 8007 Pioneer St., Kapitolyo, Pasig City	(02) 8633-7616 VOIP 3032	VP Teresita V. Soliman Head
NCR SOUTH DIVISION	1	2F, SSS Makati Bldg., 6782 Ayala Ave. cor. V.A. Rufino St., Makati City	(02) 8813-4301 VOIP 3412	Maria Rita Aguja Vice President
LUZON NORTH 1 DIVISION (BAGUIO)	1	SSS Bldg., Harrison Road, Baguio City	(074) 447-0362 VOIP 1002	VP Ceasar P. Saludo Head
LUZON NORTH 2 DIVISION	1	2F, Puregold Cauayan, Don Juan Dacanay St., San Fermin, Cauayan City, Isabela	(078) 652-1215 VOIP 1012	VP Porfirio M. Balatico Head
LUZON CENTRAL 1 DIVISION	1	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-6967 VOIP 2001	VP Vilma P. Agapito Head
LUZON CENTRAL 2 DIVISION	1	SSS Bldg., Diosdado Macapagal Govt. Center, Brgy. Maimpis, San Fernando City, Pampanga	(045) 455-5359 VOIP 2012	VP Gloria Corazon M. Andrada Head
LUZON SOUTH 1 DIVISION	1	SSS Bldg., Balagtas Blvd. corner Paulino St., San Pablo City	(049) 562-0324 VOIP 4008	BH Edwin S. Igharas Acting Head
LUZON SOUTH 2 DIVISION	1	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185 VOIP 4041	BH Francisco Paquito L. Lescano Acting Head
LUZON BICOL DIVISION	1	SSS Bldg., Concepcion, Pequeña, Naga City	(054) 250-8120 VOIP 5007	VP Elenita S. Samblero Acting Head
VISAYAS OPERATIONS GROUP	1	SSS Bldg., Osmena Blvd., Brgy Kalubihan, Cebu City, Cebu	(032) 253-1085 VOIP 6006	SVP Helen C. Solito Head
VISAYAS CENTRAL 1 DIVISION (CEBU)	1	3F, SSS Bldg., Osmena Blvd., Brgy Kalubihan, Cebu City, Cebu	(032) 253-1085 VOIP 6006	VP Mario V. Corro Head
VISAYAS CENTRAL 2 DIVISION (ORMOC)	1	Yuvalow Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City, Leyte	(053) 255-4658 VOIP 6041	BH Alberto L. Montalbo Acting Head
VISAYAS WEST 1 DIVISION (BACOLOD)	1	SSS Bldg., Lacson St., Bacolod City, Negros Occidental	(034)433-9434 VOIP 7002	VP Lilani B. Benedian Head
MINDANAO NORTH DIVISION (CDO)	1	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City	(088) 858-3792 VOIP 8005	VP Edwin M. Alo
MINDANAO SOUTH 1 DIVISION (DAVAO)	1	SSS Bldg., J.P. Laurel Ave., Bajada, Davao City	(082) 222-3148 VOIP 9005	BH Redentor S. Viola
MINDANAO WEST DIVISION	1	PHIDCO Bldg., Veterans Ave. Zamboanga City	(062) 991-0118 VOIP 0001	BH Ma. Salvacion F. Alam
TOTAL	27			



LOT 3

SUMMARY	QTY
A. MAIN OFFICE	29
B. BRANCHES	
NCR	52
LUZON	89
VISAYAS	44
MINDANAO	42
TOTAL	256

A. MAIN OFFICE

Office	Qty	Address	Contact Number	Contact Person
OFC OF THE COMSEC, COMPLIANCE OFFICER AND EXECOM CLERK	1	SSS Bldg., East Ave., Quezon City	(02) 813-42-94 Local 3901	Santiago Dionisio R. Agdeppa Senior Vice President
OFC OF THE INTERNAL AUDIT SERVICE GROUP (IASG)	1	10/F, SSS Bldg., East Ave., Quezon City	(02) 927-2320 Local 5081	Josefina O. Fornilos Senior Vice President Concurrent Acting Head –Internal Audit Service Division I
OFC OF THE MEMBER SERVICES AND SUPPORT GROUP (MSSG)	1	SSS Bldg., East Ave., Quezon City	(02) 435-9824 Local 5778	Normita M. Doctor Concurrent Acting Head
OFC OF THE ACCOUNTS MANAGEMENT GROUP (AMG)	1	3/F, SSS Bldg., East Ave., Quezon City	(02) 922-2967 Local 5238, 5239	Mario R. Sibucan Senior Vice President
OFFICE OF THE INTERNATIONAL OPERATIONS GROUP (IOG)	1	SSS Bldg., East Ave., Quezon City	(02) 435-9822 Local 5734	Judy Frances A. See Concurrent Acting Head
OFFICE OF THE LEGAL AND ENFORCEMENT GROUP	1	SSS Bldg., East Ave., Quezon City	(02) 922-3683 Local 5377	Voltaire P. Agas Senior Vice President
OFC OF THE ACTUARIAL AND RISK MANAGEMENT GROUP (ARMG)	1	6/F, SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5059	Edgar B. Cruz Senior Vice President
OFC OF THE IT MANAGEMENT GROUP (ITMG)	2	G/F, SSS Bldg., East Ave., Quezon City	(02) 924-7855 Local 5618	Alan Gene O. Padilla Concurrent Acting Head
OFC OF THE INVESTMENT SECTOR	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5105	Rizaldy T. Capulong Executive Vice President Concurrent Acting Head, Capital Markets Group
OFC OF THE CAPITAL MARKET GROUP	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5105	Rizaldy T. Capulong Concurrent Acting Head
OFC OF THE FUND MANAGEMENT GROUP	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6085	Ernesto D. Francisco Jr. Senior Vice President



OFC OF THE LENDING AND ASSET MANAGEMENT GROUP (LAMG)	1	SSS Bldg., East Ave., Quezon City	(02) 922-1061 Local 5160	Pedro T. Baoy Senior Vice President Concurrent Acting Head –Asset Management Division
OFC OF THE CORPORATE SERVICES SECTOR	1	6/F, SSS Bldg., East Ave., Quezon City	(02) 435-9842 Local 5232	Elvira G. Alcantara- Resare Executive Vice President Concurrent Acting Head –Human Resource Management Group
OFC OF THE CONTROLLERSHIP GROUP	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 5235	Jean V. Lagrada Concurrent Acting Head
OFC OF THE ADMINISTRATION GROUP	1	SSS main office	(02)924-7332 Local 5241	Johnsy L. Mangundayao Acting Head
OFC OF THE HUMAN RESOURCE MANAGEMENT GROUP (HRMG)	1	8/F, SSS Bldg., East Ave., Quezon City	(02) 435-9842 Local 5232	Elvira G. Alcantara- Resare Concurrent Acting Head
OFC OF THE BRANCH OPERATIONS SECTOR (BOS)	1	SSS Bldg., East Ave., Quezon City	(02) 435 9822 Local 5734	Judy Frances A. See Executive Vice President Concurrent Acting Head, International Operations Group
OFC OF THE CENTRAL PROCESSING GROUP	1	SSS Bldg., East Ave., Quezon City	(02) 8709-7198 Local 6134	Leonora S.Nuque Concurrent Acting Head
ITRMD BUFFER PROVISION FOR NEW BRANCHES	10	SSS Bldg., East Ave., Quezon City	(02) 927-2328 Local 5707	Benjamin V. Billedo Acting Head
TOTAL	29			

B. BRANCHES

Office	Qty	Address	Contact Number	Contact Person
NCR NORTH DIVISION				
BATASAN HILLS	1	Diliman Commercial Center Bldg., 46 Commonwealth Ave., Brgy. Batasan Hills, Quezon City	(02) 3430-0094 VOIP 3791	Florence M. Cruz Acting Head
CONGRESSIONAL	1	2F, Northridge Plaza Bldg., 12 Congressional Ave., Brgy. Bahay Toro, Quezon City	(02) 8294-3872 VOIP 3751	Juanillo S. Descalzo III Branch Head
CUBAO	1	2F, Puregold, Aurora Blvd. cor. Gen. Santos Ave., Brgy. Socorro, Cubao, Quezon City	(02) 8911-1864 VOIP 3102	Orlando D. Cruz Acting Head
ALI MALL SO	1	Level 2, Ali Mall, Brgy. Socorro, Cubao, Quezon City	(02) 8441-4303 VOIP 3731	Segundina A. Esteban Acting SSO III
DEPARO	1	NC Jeam Bldg., 31 Dalia St. cor. Susano Road, Celia Subd., Brgy. 168, Deparo, Caloocan City	(02) 8961-7510 VOIP 3861	Ronaldo W. Recio Branch Head



Office	Qty	Address	Contact Number	Contact Person
DILIMAN	1	SSS Livelihood Bldg., East Triangle Property, East Ave., Brgy. Pinyahan, Diliman, Quezon City	(02) 8924-7854 VOIP 5818	Leo A. Danao Acting Head
EASTWOOD	1	ABQ Bldg., E. Rodriguez Ave., Brgy. Bagumbayan, Quezon City	(02) 8351-1623 VOIP 3801	Ariel Dino L. Salgado
FAIRVIEW	1	GEM Bldg., Regalado Ave., Brgy. North Fairview, Quezon City	(02) 8461-6937 VOIP 3382	Liberty A. Gordovez Branch Head
KALOOKAN	1	Forward Group Bldg. 317 EDSA cor. Gen. Malvar St., Brgy. 135, Caloocan City	(02) 8367-2265 VOIP 3041	Eleanor F. Deato Acting Head
LRT CALOOCAN MALL	1	4F, LRT Caloocan Mall, Rizal Ave. Ext., Brgy. 88, Caloocan City	(02) 8294-0414	Tyrone Ian A. Felisilda Acting SSSO III
MALABON	1	4F, Malabon Citisquare, C-4 Road cor. Dagat-Dagatan, Brgy. Longos, Malabon City	(02) 8287-5459 VOIP 3301	Annaliza D. Tiamzon Acting Head
NAVOTAS	1	Philippine Mariner Bldg., Brgy. North Bay Blvd. South, Navotas City	(02) 8351-8890 VOIP 3821	Martin D. Bautista Jr. Branch Head
NOVALICHES	2	GF, Robinsons Novaliches, Quirino Highway, Brgy. Pasong Putik, Novaliches, Quezon City	(02) 8937-4953 VOIP 3081	Lydia C. Cereno Branch Head
PASO DE BLAS	1	4F, Puregold Paso de Blas, NLEX Valenzuela Exit cor. East Service Road, Brgy. Paso De Blas, Valenzuela City	(02) 8961-7424 VOIP 3921	Divina Gracia B. Raymundo Concurrent Acting Head
SAN FRANCISCO DEL MONTE	1	3F & 4F, SRF Bldg., 1038 Del Monte Ave., Brgy. Paraiso, Quezon City	(02) 8373-9906 VOIP 3331	Maria Araceli C. Gibe Acting Head
VALENZUELA	1	Puregold Valenzuela, 419 Mac Arthur Highway, Brgy. Dalandanan, Valenzuela City	(02) 8292-4225 VOIP 3181	Emma J. Enriquez Branch Head
NCR EAST DIVISION				
ANTIPOLO	1	2F, Antipolo Triangle Mall, Sen. Sumulong Memorial Circle, Brgy. San Jose, Antipolo City	(02) 8650-7627 to 29 VOIP 3151	Berlita F. Fabrero Branch Head
CAINTA	1	3F, Roblou Market Place, Brookside, Sunset Drive cor. Ortigas Ext., Brgy. San Isidro, Cainta, Rizal	(02) 8655-5400 VOIP 3191	Ronald D. Ibay Branch Head
NEW PANADEROS	1	2F & 3F, Tuazon Bldg., New Panaderos cor. San Roque St., Mandaluyong City	(02) 8531-6461 VOIP 3291	Marichi S. Trinidad Acting Head
MANDALUYONG - SHAW	1	2F, 500 Shaw Zentrum, Shaw Blvd. cor. Laurel St., Brgy. Pleasant Hills, Mandaluyong City	(02) 8696-1060 VOIP 3891	Annabella Pollyanne M. Romasoc Branch Head
MARIKINA	1	Tai Bldg., Blk. 9, Lots 12 & 13, Gil Fernando Ave., Brgy. Sta. Elena, Marikina City	(02) 8645-7667 VOIP 3071	Helen C. Labao Branch Head



Office	Qty	Address	Contact Number	Contact Person
MARIKINA - MALANDAY	1	Graceland Plaza, J.P. Rizal Ave., Brgy. Malanday, Marikina City	(02) 8656-5657 VOIP 3781	Maricris G. Delumen Acting Head
PASIG – PIONEER (Formerly PASIG - SHAW)	1	2F, Cromagen Bldg., 8007 Pioneer St., Brgy. Kapitolyo, Pasig City	(02) 8635-2610 VOIP 3031	Zenaida B. Bolado Acting Head
PASIG - ROSARIO	1	Alfonso Commercial Complex, 185 Dr. Sixto Antonio Ave., Brgy. Rosario, Pasig City	(02) 8633-3986 VOIP 3931	Victor C. Ocampo Acting Head
PASIG - ROTUNDA	1	2F, One Victoria Plaza, A. Mabini St., Brgy. Kapasigan, Pasig City	(02) 8641-4410 VOIP 3371	Arturo C. Rivera Acting head
SAN JUAN	1	Glialcon Villas Bldg. 1, 128 F. Blumentritt St., Brgy. Batis, San Juan City	(02) 8721-5184 VOIP 3351	Susan Rebecca D. Larion Branch Head
SAN MATEO	1	Max's Bldg., 15 P. Burgos St., Brgy. Sta Ana, San Mateo, Rizal	(02) 8997-6461 VOIP 3391	Thelma B. Lizada Acting Head
TANAY	1	Km. 54, Manila East Road, Brgy. Tandang Kutyo, Tanay, Rizal	(02) 8696-1079 VOIP 3671	Edna Q. Aldea Branch Head
NCR WEST DIVISION				
BINONDO	1	GF, Padilla Delos Reyes Bldg., 232 Juan Luna St., Brgy. 291, Binondo, Manila	(02) 8243-8990 VOIP 3091	Lazaro D. Canlas Acting Head
LEGARDA	1	Cobee Bldg., 2485 Legarda St., Brgy. 412, Sampaloc, Manila	(02) 8735-7438 VOIP 3321	Dolora Q. Hojilla Acting Head
MANILA	1	C-201, 2F, Zen Tower 2, 1111 Natividad A. Lopez St., Brgy. 659, Ermita, Manila	(02) 8527-5488 VOIP 3021	Josephine D. Ang Acting Head
PASAY - ROXAS BLVD.	1	HK Sun Plaza, SSS FCA Property, 8001 Financial Center, Roxas Blvd., Brgy. 76, Pasay City	(02) 8556-0992 VOIP 3111	Daniel T. Caput Branch Head
SM MALL OF ASIA	1	Govt. Service Express, SM Mall of Asia, Seaside Blvd., Brgy. 76, Pasay City	(02) 8241-5219	Ma. Margarita B. Cando Acting SSO III
PASAY - TAFT	1	ERL Investment Corp. Bldg., 2532 Taft Ave., Brgy. 93, Pasay City	(02) 8832-2103 VOIP 3401	Lorenza F. Pancho Branch Head
RECTO	1	3F, Isetann Cinerama Complex, C.M. Recto cor. Quezon Blvd., Brgy. 308, Quiapo, Manila	(02) 8711-3953 VOIP 3911	Teodulo A. Mayuyo Acting Head
STA. MESA	1	2F, J & T Bldg., 3894 Ramon Magsaysay Blvd. cor. Santol Ext., Brgy. 587-A, Sampaloc, Manila	(02) 8713-0509 VOIP 3831	Amalia M. Catral Branch Head
TONDO	1	ST Condominium, 1480 G. Masangkay St. cor. Bambang St., Brgy. 261, Tondo, Manila	(02) 8257-1531 VOIP 3811	Eudora G. Racuyal Acting Head



Office	Qty	Address	Contact Number	Contact Person
WELCOME	1	España Tower Condominium, España Blvd., cor. Josefina St., Brgy. 512, Sampaloc, Manila	(02) 8781-0050 VOIP 3341	Veronica C. Rodriguez Acting Head
NCR SOUTH DIVISION				
ALABANG - MUNTINLUPA	2	GF & 2F, Norfil Bldg., 22 National Highway, Brgy. Putatan, Muntinlupa City	(02) 8807-0600 VOIP 3051	Rowela Cristina R. Macasadia Branch Head
ALABANG - ZAPOTE	1	2F, Estrellita Center, Alabang-Zapote Road, Brgy. New Alabang, Muntinlupa City	(02) 8894-4220 VOIP 3871	Catherine T. Gomez Branch Head
LAS PIÑAS	1	8001 Rosal St., Doña Manuela Subdivision, Brgy. Pamplona Tres, Las Piñas City	(02) 8872-2573 VOIP 3211	Fe Marie Fernandez-Geraldo Branch Head
SM SOUTH MALL SO	1	SM South Mall, Alabang-Zapote Road, Brgy. Amanza Uno, Las Piñas City	(02) 7759-6124	Marcelino S. Mendoza Jr. Acting SSO III
MAKATI - CHINO ROCES	1	2F, Makati Central Square, 2130 Chino Roces Ave., Brgy. Pio Del Pilar, Makati City	(02) 8840-1633 VOIP 3361	Cristine Grace B. Francisco Branch Head
MAKATI - GUADALUPE	1	3F, Guadalupe Commercial Complex, 9 EDSA, Brgy. Guadalupe Nuevo, Makati City	(02) 8556-1848 VOIP 3741	Jesus Arnel A. Arcilla Acting Head
MAKATI - GIL PUYAT	1	ECC Bldg., 355 Gil Puyat Ave., Brgy. Bel-Air, Makati City	(02) 8890-1636 VOIP 3001	Jesusa T. Casimiro Acting Head
MAKATI - JP RIZAL	1	3F, KBC Bldg. Chino Roces cor. J.P. Rizal Ave., Brgy. Olympia, Makati City	(02) 8899-2916 VOIP 3311	Aileen B. Perucho Acting Head
PARAÑAQUE	1	2F, Puregold Sucat, Dr. A. Santos Ave., Brgy. San Isidro, Sucat, Parañaque City	(02) 8825-0270 VOIP 3241	Hoechst R. Potato Acting head
PARANAQUE - TAMBO	1	3F, Airport Global Plaza, NAIA Road, Brgy. Tambo, Parañaque City	(02) 8894-2913 VOIP 3841	Rhuena Anne Marie C. Ocampo Branch Head
TAGUIG	1	Unit 705, 7F, SM Aura Tower, Fort Bonifacio, Taguig City	(02) 8828-3009 Local 3221	Romeo F. Vale Branch Head
TAGUIG - GATE 3	1	3F, Gate 3 Plaza, Lawton Ave. cor. Juliano Ave., PH 3, AFPOVAI, Western Bicutan, Taguig City	(02) 8931-0592 VOIP 3851	Veronica G. Logronio Acting Head
LUZON NORTH 1 DIVISION				
AGOO	1	3/F B & D Bldg., Mc Arthur Highway, San Antonio, Agoo, La Union	(072) 682-2779 VOIP 1181	Roderick M. Andrada Branch Head
BAGUIO	1	SSS Bldg., Harrison Road, Brgy. Harrison-Claudio Carantes, Baguio City	(074) 444-2929 VOIP 1001	Nancy M. Umoso Branch Head
BANGUED	1	Seares Bldg., Rizal Street, Zone 5 Bangued, Abra	(074) 752-7476 VOIP 1041	Edward G. Urua Branch Head



Office	Qty	Address	Contact Number	Contact Person
BONTOC	1	A. Kiat-Ong Bldg., Loc-Ong St., Poblacion, Bontoc	(074) 633-0007 VOIP 1091	Caroline C. Kapawen Acting Head
CANDON	1	San Nicolas, Candon, Ilocos Sur	(077) 604-0343 VOIP 1191	Amor P. Erpelo Concurrent Acting Head
LA UNION	1	SSS Bldg., Government Ctr., Sevilla, San	(072) 242-5812 VOIP 1021	Francisco F. Pentecostes Acting Head
LA TRINIDAD	1	GF, Jewel Igorot Bldg., Km. 4, Brgy. Balili, La Trinidad, Benguet	(074) 422-4702	Dominador G. Malatag Acting Head
LAOAG	2	RT Bueno Bldg., Don E. Ruiz St., Brgy. No. 18, San Quirino (Pob.), Laoag City, Ilocos Norte	(077) 771-4414 VOIP 1031	Richard M. Raralio Acting Head
VIGAN	1	2F, UNP Town Center, Brgy. Tamag, Vigan City, Ilocos Sur	(077) 722-2686 VOIP 1051	Cecille T. Sally Branch Head
LUZON NORTH 2 DIVISION				
CAUAYAN, ISABELA	1	2nd Floor, Puregold Cauayan, Don Juan Dacanay St., San Fermin, Cauayan City, Isabela	(078) 652-1215 VOIP 1011	Reynante T. Fernando Acting Head
SANTIAGO, ISABELA	1	2F, Xentro Mall Santiago, Four Lanes St. cor. Maharlika Highway, Brgy. Villasis, Santiago City, Isabela	(078) 305-0498 VOIP 1111	Jeannie D. Mesa Acting Head
DIFFUN QUIRINO	1	Robinsons Mall, National Highway, Mabini, Santiago City	(078) 305-0498 VOIP 1111	Ma. Brenda B. Serrano Acting Sso III
SOLANO	1	Guevardan Bldg., Burgos St., Brgy. Quezon, Solano, Nueva Vizcaya	(078) 326-7325 VOIP 1071	Jane T. Cabauatan Acting Head
LAGAWE	1	2/F NERBAC Office, ABC Bldg., JP Rizal, Poblacion West, Lagawe, Ifugao	(078) 326-7325 VOIP 1071	Jane T. Cabauatan Acting Head
TUGUEGARAO	2	Cedenio Bldg., Luna St., Brgy. Centro 3 (Pob.), Tuguegarao, Cagayan	(078) 844-2108 VOIP 1061	Janet D. Canillas Acting Head
APARRI, CAGAYAN	1	Cartagena Building, Quirino corner R.F. Balisi Streets, Aparri, Cagayan	(078) 822-8256	Cesar M. Baquiran Sso III
SANCHEZ, MIRA	1	Sanchez Mira, Municipal Hall Bldg., Sanchez Mira, Cagayan	(078) 822-9219	Janette V. Guillen Acting SSO III
LUZON CENTRAL 1 DIVISION				
ALAMINOS	1	AMA Bldg., Marcos Ave., Brgy. Palamis, Alaminos, Pangasinan	(075) 696-0752 VOIP 2071	Jose Alvin M. Altre Branch Head
BALANGA	1	G/F. Wong Chun Kar Bldg., Rotary Avenue, Tenejero, Balanga City, Bataan	(047) 237-3349 VOIP 2051	Joel Y. Villafuerte Branch Head
BALER	1	2F, NE Mall Baler, National Highway, Brgy. Suklayin, Baler, Aurora	(042) 9203883968 VOIP 2101	Christian C. Catacutan Acting Head



Office	Qty	Address	Contact Number	Contact Person
CABANATUAN	1	NE Pacific Shopping Center, Km. 111, Maharlika Highway, Brgy. Hermogenes C. Concepcion Sr., Cabanatuan City, Nueva Ecija	(044) 463-0691 VOIP 2041	Jose Rizal S. Tarun Branch Head
CAMILING	1	Julian Qui Bldg., Bonifacio St., Brgy. Poblacion II, Camiling, Tarlac	(045) 934-0463 VOIP 2091	Monalisa C. Nardo Branch Head
DAGUPAN	1	East Gate Plaza, AB Fernandez Ave., Brgy. Mayombo, Dagupan City, Pangasinan	(075) 523-4094 VOIP 2021	Primitivo D. Verania Jr. Branch Head
BHF DAGUPAN	1	Mayombo District, Dagupan City, Pangasinan	(075) 529-9130	Areza V. Panoringan Acting SSO III
ROBINSONS PLACE DAGUPAN	1	McArthur Highway, Brgy. San Miguel, Calasiao, Pangasinan	(075) 632-2308	Liesel G. Torio Acting SSO III
IBA	1	ACM Bldg. II, National Highway, Palanginan, Iba, Zambales	(047) 603-0487 VOIP 2141	Elizabeth C. Gabon Branch Head
MARIVELES - BEPZ	1	Basement, AFAB Administration Bldg., Freeport Area of Bataan, Brgy. Malaya, Mariveles, Bataan	(047) 935-4479 VOIP 2121	Jordan A. Herrera branch Head
SAN JOSE NE	1	NE Bodega, Brgy. Abar 2nd, San Jose City, Nueva Ecija	(044) 958-7502 VOIP 2151	Haidee G. Binag Acting Head
TARLAC	1	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City, Tarlac	(045) 982-3366 VOIP 2004	Maria Maxima C. Macaraeg Branch Head
ROBINSONS LUISITA	1	2F, Lingkod Pinoy Center, Robinsons Luisita, Mac Arthur Highway, Brgy. San Miguel, Tarlac City, Tarlac	(045) 491-0278	Gerardo Raymundo P. Magbag Acting SSO III
URDANETA	1	3/F Government Center, CB Mall, Mc Arthur Hiway, Nancayasan, Urdaneta City, Pangasinan	(075) 568-8512 VOIP 2061	Narciso M. Martinez Jr. Branch Head
LUZON CENTRAL 2 DIVISION				
ANGELES	3	Level 3, MarQuee Mall, Francisco G. Nepo Ave., Pulung Maragul, Angeles City	(045) 304-4158 VOIP 2081	Normita M. Cruz Branch Head
SAN RAFAEL SO	1	G/F & 2/F, AC Building, B.S. Acquino Avenue, Tangos, Baliuag, Bulacan	(044) 766-1162 VOIP 3141	Marites A. Dalope Branch Head
BOCAUE	1	Oro Villas 2, No. 229 McArthur Highway, Brgy. Wakas, Bocaue, Bulacan	(044) 769-1644 VOIP 2301	Evangeline O. Mananghaya Concurrent Acting Head
MALOLOS	1	GF & 2F, N-4 Bldg., The Cabanas, Mc Arthur Highway, Brgy. Longos, Malolos City, Bulacan	(044) 896-3325 VOIP 3101	Albina Leah C. Manahan Acting Head
ROBINSONS PLACE MALOLOS S.O.	1	4F, Lingkod Pinoy Center, Robinsons Place Malolos, Mc Arthur Highway, Brgy. Sumapang Matanda, Malolos City, Bulacan	(044) 794-9662	Alma Christi D. Dimagiba SSO III



Office	Qty	Address	Contact Number	Contact Person
WALTERMART GUIGUINTO S.O.	1	GF, Waltermart Guiguinto, Mc Arthur Highway, Brgy. Ilang-Ilang, Guiguinto, Bulacan	(044) 931-1852	Jenny T. Roxas SSO III
MEYCAUAYAN	1	2F, Esperanza Mall, Mac Arthur Highway, Brgy. Calvario, Meycauayan City, Bulacan	(044) 228-5886 VOIP 3171	Ma. Theresa A. Ribuyaco Acting Head
OLONGAPO	1	Wung Chun Kar Bldg., 35 Gordon Avenue, Pag-Asa, Olongapo City, Zambales	(047) 223-5201 VOIP 2031	Marilou M. Santos Branch Head
PAMPANGA	1	SSS Bldg., Brgy. Maimpis, San Fernando City, Pampanga	(045) 861-3176 VOIP 2012	Pablita A. David Branch Head
ROBINSONS STARMALLS	1	Robinsons Starmills Pampanga, Brgy. San Jose, San Fernando City, Pampanga	(045) 300-1013	Julieta T. Dizon Acting SSO III
SAN JOSE DEL MONTE	1	Starmall, SJD, Quirino Highway cor. Kaypian Road, Brgy. Kaypian, San Jose Del Monte, Bulacan	(044) 797-0394 VOIP 2231	Winda G. Agustin Acting Head
STA. MARIA	1	NEM Bldg., Gov. Fortunato Halili Ave., Bagbagin	(044) 815-0898 VOIP 3161	Hilario A. Ribuyaco Acting Head
WALTERMART STA. MARIA	1	Waltermart, Provincial Road cor., Bypass Road Barangay Sta. Clara, Sta Maria, Bulacan	(044) 815-3927	Salvador M. Tamor Jr. Acting SSO III
LUZON SOUTH 1 DIVISION				
BACOR	1	Jolly Home Apartelle, Aguinaldo Highway corner Coastal Road Talaba 7, Bacoor City	(046) 472-2368 VOIP 3121	Josephine S. Hipolito Acting Head
SM CITY BACOR SO	1	Level 3, Government Service Express, SM City Bacoor, Bacoor City, Cavite	(046) 472-2368 VOIP 3121	Irene R. Ramirez Acting SSO III
BIÑAN	1	3rd Level Central Mall Biñan, Malvar St., San Vicente, Biñan, Laguna	(049) 511-6758 VOIP 4141	Roberto S. Pagayunan Branch Head
CALAMBA	1	SSS Building, National Highway, Parian, Calamba City, Laguna	(049) 545-1689 VOIP 4011	April S. Baje Acting Head
WALTERMART MAKILING	1	Barangay Makiling, National Highway Calamba, Laguna	(049) 530-3720	Enrico M. Cabrera Acting SSO III
CARMONA	1	2F, Remington Plaza, Governor's Drive, Brgy. 8 (Pob.), Carmona, Cavite	(046) 413-0683 VOIP 3461	Celedonio V. Valdez Acting Head
DASMARIÑAS	1	2F, Central Mall Annex, Km. 28, Salitran Road cor. Aguinaldo Highway, Brgy. Salitran II, Dasmariñas City, Cavite	(046) 416-6170 VOIP 4301	Leticia M. Del Barrio Acting Head
INFANTA	1	CNV Business Hub, 311 Gen. Luna St., Brgy. Poblacion 39, Infanta, Quezon	(042) 535-2707 VOIP 4201	Anna Peachy P. Gurango Acting Head



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LUCENA	1	Lucena Grand Central Terminal Bldg., Diversion Road, Ilayang Dupay, Lucena City	(042) 710-8626 VOIP 4031	Frederick D. Isip Branch Head
ROSARIO (EPZA)	1	Abutin Bldg., Brgy. Tejeros Convention, Rosario, Cavite	(046) 437-0025 VOIP 3271	Eva E. Tomenio Branch Head
SAN PABLO	1	SSS Bldg., Balagtas Blvd. cor. M. Paulino St., Brgy. III-A (Pob.). San Pablo City, Laguna	(049) 521-0831 VOIP 4001	Roman R. Belen Acting Head
SAN PEDRO	1	2F, Robinsons Galleria South, Km. 31, Natl. Highway, Brgy. Nueva, San Pedro City, Laguna	(02) 8292-2554 VOIP 4131	Reynante A. Untiveros Acting Head
SANTA ROSA	1	GF, Citywalk Bldg., Zircon Road, Sta. Rosa Commercial Complex, Brgy. Balibago, Sta. Rosa, Laguna	(049) 543-0844 VOIP 4151	Grace R. Velasco Branch Head
ROBINSONS STA. ROSA MARKET	1	Level 3, Robinsons Sta. Rosa Market, Old National Highway, Brgy. Tagapo, Sta. Rosa, Laguna	(049) 533-9010	Kristalyn R. Punio SSO III
STA. CRUZ	1	Agustin Lo Bldg., Brgy., Pagsawitan, Sta. Cruz, Laguna	(049) 501-4531 VOIP 4021	Eleanor R. Ebreo Branch Head
TAGAYTAY	1	LGF, Primark Town Center, Brgy. Maharlika East, Tagaytay City	9274359018 VOIP 3281	Monica P. Dino Branch Head
LUZON SOUTH 2 DIVISION				
BATANGAS	1	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	(043) 723-5185 VOIP 4041	Jessica M. Agbay Acting Head
BOAC	1	10 De Oktubre St., Brgy. Malusak, Boac, Marinduque	(042) 332-1872 VOIP 4051	Remaly M. Saguid Acting Head
CALAPAN	1	Uy Bldg., Corner Roxas and Governor Ignacio Streets, Lumang Bayan, Calapan City, Oriental Mindoro	(043) 288-2267 VOIP 4071	Imelda G. Familiaran Branch Head
BONGABONG	1	Atienza Bldg., P. Burgos cor. Mabini Sts., Brgy. Poblacion, Bongabong, Oriental Mindoro	(043) 283-5110	Ryan A. Lubos ActingSSO III
LEMERY	1	Xentro Mall, Ilustre Ave., Brgy. Malinis, Lemery, Batangas	(043) 318-2623 VOIP 4311	Apolonia A. Tria Acting Head
BALAYAN	1	2F, New Public Market Plaza, Mabini St., Balayan, Batangas	(043) 921-1354	Michael Ian O. Mission Acting SSO III
LIPA	1	G/F & 2/F, The Only Place Business Center, Brgy. Maraway, Lipa City	(043) 756-7507 VOIP 4101	Joseph Pedley V. Britanico Branch Head
ODIONGAN	1	FLH Promenade Suite, Plaridel Street Sitio Cocoville, Dapawan, Odiongan, Romblon	(042) 567-5114 VOIP 4081	Christine R. Riano Acting Head



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PUERTO PRINCESA (formerly PALAWAN)	1	GF, Grandway Bldg., Eastville City Walk, San Pedro, Puerto Princesa City, Palawan	(048) 433-7147 VOIP 4091	Abdultalib A. Abirin Acting Head
ROBINSONS PLACE PALAWAN	1	National Highway, Barangay San Manuel, Puerto Princesa City	(048) 433-7147	Maria Socorro M. Katon Acting SSO III
BROOKE'S POINT	1	Brooke's Point Municipal Hall, Brooke's Point, Palawan	(048) 433-7147	King-Bonn C. Lavarias Acting SSO III
TAYTAY, PALAWAN	1	Taytay Municipal Hall Building, Taytay, Palawan	(048) 433-7147	Liberty A. Alvior Acting SSO III
SAN JOSE, OCC. MINDORO	1	2nd Floor, Balmes Building, Diego Silang Street, Barangay 5, San Jose Occidental Mindoro	(043) 457-0093 VOIP 4061	Esmeralda S. Madriaga Acting Head
MAMBURAO	1	Sytacor Building, Tangkalan, Mamburao, Occidental Mindoro Monday to Friday	(043) 457-0093	Cherry Ann V. Peralta Acting SSO III
LUZON BICOL DIVISION				
DAET	1	Ching Bldg., Merchant St., Central Plaza Complex, Brgy. Lag-on, Daet, Camarines Norte	(054) 571-2764 VOIP 5021	Ermina Maria P. Robredo Branch Head
GOA	1	Uy Bldg., Scout Fuentebella St., Poblacion, Goa, Camarines Sur	(054) 881-9094 VOIP 5041	Maria Theresa D. Amador Acting Head
IRIGA	1	Cerillo Bldg., No. 272 National Highway, San Nicolas, Iriga City, Camarines Sur	(054) 456-0876 VOIP 5071	Jogar B. Tosoc Acting Head
LEGAZPI	1	Morante Bldg., Imperial Court Subd., Phase II, Legazpi City	(052) 480-7301 VOIP 5011	Rosario B. Bien Acting Head
LIGAO	1	G/F, Ligao Municipal Hall, Bldg., Ligao City	(052) 485-1297	Ave M. Loria Acting SSO III
MASBATE	1	GF & 2F, KLM De Luna Bldg., 30 Mabini St., Brgy. Centro (Pob.), Masbate City, Masbate	(056) 588-0711 VOIP 5051	Julieta B. Compuesto Acting Head
NAGA	1	SSS Bldg., Concepcion, Pequeña, Naga City	(054) 472-9791 VOIP 5008	Claribel L. Rebueno Branch Head
SORSOGON	1	Jomil Enterprises Bldg., Quezon St., Polvorista, Sorsogon City	(056) 211-1638 VOIP 5031	Rolando G. Gomez Branch Head
GUINLAJON	1	SSS Building, National Road, Guinlajon, Sorsogon, Sorsogon	(056) 211-1638	Ma. Luisa L. Navarra Acting SSO III



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TABACO	1	G/F, Lao Bldg., Bocalbos St., Basud, Tabaco City	(052) 487-5333 VOIP 5081	Susana N. Malubag Acting Head
VIRAC	1	P. Arajo Shopping Arcade, Cavinitan, Virac, Catanduanes	(052) 811-1824 VOIP 5061	Divina T. Avila Branch Head
VISAYAS CENTRAL 1 DIVISION				
OFC OF THE VISAYAS OPERATIONS GROUP (CEBU)	1	SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu	(032) 253-1085 VOIP 6006	SVP Helen C. Solito Head
BOGO	1	Osing Bldg., Sim Bogo Business Park, P. Rodriguez St., Brgy. La Purisima Concepcion, Bogo City, Cebu	(032) 434-8692 VOIP 6131	William P. Penserga Branch Head
DANA0	1	2F, City Mall Danao, Olivar Sr. Ext. cor. F. Ralota St., Brgy. Poblacion, Danao City, Cebu	(032) 340-9200	Rocelyn F. Duay Acting Head
LAPU - LAPU	3	GF, Annex Bldg., Gaisano Mactan Island Mall, Brgy. Pajo, Lapu-Lapu City, Mactan, Cebu	(032) 341-1004 Local 6031	Gemma C. Caberte Acting Head
MANDAUE	1	3F, J. Centre Mall, A.S. Fortuna St., Brgy. Bakilid, Mandaue City, Cebu	(032) 346-4983 VOIP 6141	Janice L. Caballes Acting Head
INSULAR MANDAUE	1	2F, Insular Square Mall, Brgy. Tabok, Mandaue City, Cebu	(032) 326-0936	Ma. Charlene M. Sabanal Acting SSO III
TAGBILARAN	1	2F, Galleria Luisia Bldg., Gov. Celestino Gallares St., Brgy. Poblacion 2, Tagbilaran City, Bohol	(038) 412-3934 VOIP 6021	Alieta I. Basubas Branch Head
TALIBON	1	2F, Talibon Municipal Hall, Brgy. Poblacion, Talibon, Bohol	(038) 515-1037	Marife B. Amora Acting SSO III
UBAY	1	GF, Ubay Municipal Hall, Brgy. Poblacion, Ubay, Bohol	(038) 412-3934	Charles Ian B. Sarigumba Acting SSO III
TOLEDO	1	2F, TE Bldg., Diosdado Macapagal Highway, Brgy. Sangi, Toledo City, Cebu	(032) 467-9644 VOIP 6101	Maria Cleotilda O. Cabañero Acting Head
VISAYAS CENTRAL 2 DIVISION				
CALBAYOG	1	PNB Bldg., Maharlika Highway, Brgy. Obrero, Calbayog City, Western Samar	(055) 209-2738 VOIP 6121	Dario C. Tan Acting Head
CATARMAN	1	RBVD Bldg., cor. JP Rizal and Quirino Sts., Brgy. JP Rizal, Catarman, Northern Samar	(055) 209-2738	Herminia T. Lusara Acting SSO III
CATBALOGAN	1	Noyden Bldg., San Bartholomew St., Brgy. 7, Catbalogan City, Western Samar	To Be Supplied Though Bid Bulletin VOIP 6051	Aileen A. Olanan Branch Head



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BORONGAN	1	Lupos Bldg., Real St., Brgy. Songco, Borongan, Eastern Samar	(055) 560-8007	Mary Grace R. Mutia Acting SSO III
MAASIN	2	JQD Bldg., Kangleon St., Brgy. Manhatan (Pob.), Maasin City, Southern Leyte	(053) 381-2117 VOIP 6061	Gregorio S. Baroza Branch Head
ORMOC	1	GF, Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City, Leyte	(053) 561-2476 VOIP 6041	Porferio A. Salidaga Jr Branch Head
BILIRAN	1	DA Bldg., Capitol Compound, Brgy. Calumpang, Naval, Biliran	(053) 500-8195	Dyanne A. Polancos SSO III
TACLOBAN	1	GF & 2F, Caroline Cordiel Bldg., 103 Lopez Jaena St. cor. M.H. Del Pilar St., Brgy. 2, Tacloban City, Leyte	(053) 832-1160 VOIP 6011	Lilibeth A. Cajucom Branch Head
VISAYAS WEST 1 DIVISION				
BACOLOD	3	SSS Bldg., Lacson St., Brgy. 17 (Pob.), Bacolod City, Negros Occidental	(034) 433-2293 VOIP 7001	Ma. Sheila V. Galeno Branch Head
BACOLOD EAST	1	East One Atrium Bldg., Burgos Ext., Brgy. Villamonte, Bacolod City, Negros Occidental	(034) 441-6599 VOIP 7211	Emelia B. Solinap Branch Head
BAGO	1	JGM Bldg., Gen. Luna St., Brgy. Poblacion, Bago City, Negros Occidental	(034) 732-8888 VOIP 7141	Elisa M. Llavan Branch Head
BAIS	1	Amorganda Bldg., National Highway, Brgy. Talungon, Bais City, Negros Oriental	(035) 541-5361 VOIP 7081	Lynlee Lu G. Dato Acting Head
DUMAGUETE	1	MM Kho Bldg., Romero Highway, Brgy. Bagacay, Dumaguete City, Negros Oriental	(035) 225-4340 VOIP 7051	Vincent O. Trani Branch Head
ROBINSONS DUMAGUETE	1	Robinsons Dumaguete, Brgy. Calindagan, Dumaguete City, Negros Oriental	(035) 421-0450	Rafael Gilbert James S. Rivera SSO III
SIQUIJOR	1	Siquijor Provincial Business Center, Brgy. Poblacion, Siquijor, Siquijor	(035) 480-9019	Judy D. Dogon Acting SSO III
KABANKALAN	1	GF, PPZ Enterprize-NZ Commercial Bldg., J.Y. Perez Ave., National Highway, Brgy. Talubangi, Kabankalan City, Negros Occidental	(034) 471-2224 VOIP 7071	Brenda B. Cruz Branch Head
SAGAY	1	JGM Bldg., National Highway cor. Roxas Ave., Brgy. Poblacion II (2), Sagay City, Negros Occidental	(034) 488-0112 VOIP 7132	Lina V. Hilado Branch Head
SAN CARLOS, NEGROS OCC.	1	GF & 2F, BAYANILAJJ Bldg., cor. Broce Azcona St., Brgy. 4, San Carlos City, Negros Occidenta	(034) 312-5422 VOIP 7062	Jane T. Gargoles Branch Head



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GUIHULNGAN	1	2F, Old Market Bldg., Brgy. Poblacion, Guihulngan, Negros Oriental	(035) 410-4188	Remilyn M. Besa-Blanco SSO III
VICTORIAS	1	GF, Redkey Bldg., Osmeña Ave., Brgy. 5, Victorias City, Negros Occidental	(034) 399-2953 VOIP 7121	Isaac P. Ciocon Jr. Branch Head
VISAYAS WEST 2 DIVISION				
ANTIQUE	1	Eagle's Place Dalipe Bldg., Trade Town Dalipe, Brgy. Funda-Dalipe, San Jose de Buenavista, Antique	(036) 540-8112 VOIP 7031	Phillip M. Lucero Acting Head
KALIBO	1	GF & 2F, Casa Constancia Bldg., Roxas Ave. Ext., Brgy. Andagao, Kalibo, Aklan	(036) 500-8360 VOIP 7021	Rene Moises G. Gonzales Branch Head
ILOILO - CENTRAL	2	3F & 4F, TTW Bldg., cor. JM Basa and Mapa Sts., Brgy. Zamora-Melliza, Iloilo City, Iloilo	(033) 509-7850 VOIP 7013	Eva J. Cura Branch Head
GT TOWN CENTER PAVIA SO	1	2F, Service Hub, GT Mall Pavia, Fernando Lopez Ave., Brgy. Ungka I, Pavia, Iloilo	(033) 509-7850	Aretha Anne C. Nones Acting SSO III
ROBINSONS PLACE ILOILO	1	Robinsons Place Iloilo, cor. De Leon & Quezon Sts., Brgy. President Roxas, Iloilo City, Iloilo	(033) 335-5424	Ruth S. Inquit Acting SSO III
PASSI SO	1	Passi Economic Enterprise, Brgy. Poblacion Ilawod, Passi City, Iloilo	(033) 311-6382	Jucy L. Pardorla JMSR
ILOILO - MOLO	1	GT Mall Plaza, M.H. Del Pilar, Brgy. Poblacion Molo, Iloilo City, Iloilo	(033) 330-2963 VOIP 7092	Angelo O. Blancaver Branch Head
ROXAS	1	City Mall Roxas Annex Bldg., Arnaldo Blvd., Brgy. Baybay, Roxas City, Capiz	(036) 522-3839 VOIP 7041	Lea T. Hilot Acting Head
MINDANAO NORTH DIVISION				
BUTUAN	1	Rudy Tiu Bldg., A.D. Curato St., Brgy. Rajah Soliman Pob. (Brgy. 4), Butuan City, Agusan del Norte	(085) 225-2153 VOIP 8011	Marilyn O. Tamayo Acting Head
CAGAYAN DE ORO	2	SSS Bldg., Carmen Patag Road, Carmen, Cagayan de Oro City, Misamis Oriental	(088) 350-3529 VOIP 8006	Antonio G. Fabia Acting Head
CDO LAPASAN	1	G/F Market City and East Bound Integrated Terminal, Agora, Lapanan, CDO	(088) 880-7024 VOIP 8201	Valentine V. Aunzo Branch Head
ROBINSONS CAGAYAN DE ORO	1	Rosario Crescent corner Florentino Street, Limketkai Center, Cagayan De Oro City	(088) 858-6790	Leo A. Arellano Acting SSO III
CAMIGUIN	1	GF, Barlaan Bldg., Arana St., Brgy. Poblacion, Mambajao, Camiguin	(088) 387-2099 Fax No.: (088) 387-2070 VOIP 8121	Eva L. Tuanzon Acting Head



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GINGOOG	1	Moreno Bldg., Doña Graciana St., Brgy. 22-A, Gingoog City, Misamis Oriental	(088) 427-7720 VOIP 8071	Perkins B. Calixtro Branch Head
ILIGAN	2	Mindanao Sanitarium & Hospital College Bldg., Tibanga Highway, Brgy. San Miguel, Iligan City, Lanao Del Norte	(063) 221-2988 VOIP 8021	Cheryl V. Jariol Branch Head
OROQUIETA	1	Oroquieta Town Center, Canubay, Oroquieta City	(088) 531-1210 VOIP 8091	Simon Jude Q. Obut Acting Head
OZAMIS	1	Grandway Bldg., Don Anselmo Bernard Ave., Catadman-Manabay, Ozamis City	(088) 521-0441 VOIP 8081	Liza J. Lumantas Acting Head
SAN FRANCISCO, AGUSAN	1	Alexander Bldg., Purok IV, Brgy. Hubang, San Francisco, Agusan del Sur	9774905731 VOIP 8051	Exequiel M. Amplayo Acting Head
SURIGAO	1	Parkway Building., Km. 2 National Highway, Brgy. Luna, Surigao City, Surigao del Norte	(086) 231-7033 VOIP 8041	Arnold O. Pepino Branch Head
TANDAG	1	Pimentel Bldg., Donasco St., Brgy. Bagong Lungsod (Pob.), Tandag City, Surigao del Sur	(086) 211-3718 VOIP 8031	Benigno J. Dagani Jr. Branch Head
VALENCIA	1	Level 2, Robinsons Place Valencia, Sayre Highway, Brgy. Bagontaas, Valencia City, Bukidnon	(088) 828-0275 VOIP 8061	Jose Roel J. Herbieta Branch Head
MINDANAO SOUTH 1 DIVISION				
BISLIG	1	Natalio Plaza Bldg., Espiritu St., Mangagoy, Bislig City, Surigao Del Sur	(086) 853 - 2334 VOIP 9071	Edgardo S. Bulasa Acting Head
DAVAO-ILUSTRE	1	Gaisano Grand Citimall Davao, Ilustre St., Brgy. 30-A, Davao City, Davao Del Sur	(082) 224-2167 VOIP 9191	Alnora Y. Presbitero Branch Head
FELCRIS CENTRALE MALL SO	1	2F, Felcris Centrale Mall, Quimpo Blvd., Bucana, Davao City	(082) 228-7054	Jennyfer Ann V. Valencia Acting SSO III
NCCC CENTERPOINT SO (formerly NCCC MALL DAVAO)	1	GF, NCCC Centerpoint, Brgy. Matina Crossing, Tolomo, Davao City	(082) 224-2167	Fe T. Quibin SSO III
DIGOS	1	Rebecca Sy Bldg., Lapu-Lapu Ext., Brgy. Zone 3 (Pob.), Digo sCity, Davao del Sur	(082) 553-5658 VOIP 9041	Monique S. Alcantara Acting Head
MATI	1	Old NIA Bldg., Limatoc St., Brgy. Matiao, Mati City, Davao Oriental	(087) 388-4585 VOIP 9061	Donato D. Lim Acting Head
PANABO	1	Door 5 Centino Bldg., Quezon Blvd., Brgy. Sto. Niño, Panabo City	(084) 628-4037 VOIP 9141	Siarina S. Piatos Acting Head
TAGUM	2	Level 2, Gaisano Grand Mall, Apokon Road, Brgy. Apokon, Tagum City	(084) 400-1035 VOIP 9051	Imelda A. Guerra Acting Head



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TORIL	1	GF, Gaisano Grand Mall-Toril, Saavedra St., Toril, Davao City	(082) 291-0012 VOIP 9121	Jocelyn T. Gopo Acting Head
CALINAN	1	Calinan Municipal Hall Bldg., Calinan, Davao City	(082) 295-0491	Marilou C. Pandi Acting SSO III
MINDANAO SOUTH 2 DIVISION				
COTABATO	1	S.T. Lim Holdings, Inc. Bldg., Makakua St., Brgy. Poblacion, Cotabato City, ARMM	(064) 421-8289 VOIP 9091	Orly C. Mabinay Acting Head
GENERAL SANTOS CITY	2	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City	(083) 554-5754 VOIP 9011	Jose Froilan M. Garcia Acting Head
SARANGANI	1	SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City	(083) 554-5754 VOIP 9011	Jose Froilan M. Garcia Acting Head
ROBINSONS PLACE GEN SAN	1	Robinsons Place Gen San, J. Catolico Sr. Ave., Brgy. Lagao, General Santos City	(083) 554-5755	Galilee F. Rodriguez Acting SSO III
KCC GEN SAN	1	Veranza Mall, J. Catolico Sr. SAve., Brgy. Lagao, General Santos City	(083) 554-5755	Kristine Jennifer B. Borgonos Acting SSO III
KIDAPAWAN	1	GF, ROMA Bldg., Quezon Blvd., Brgy. Poblacion, Kidapawan City, North Cotabato	(064) 278-3384 VOIP 9081	Rita Fe S. Limbaga Acting Head
KORONADAL	1	2F, Gaisano Grand Mall, Gen. Santos Drive, Brgy. Sto. Niño (Bo. 2), Koronadal City, South Cotabato	(998) 9719208 VOIP 9021	Suzette H. Purificacion Branch Head
TACURONG	1	GF & 2F, Gensan Amicitia Realty Devt. Corp. Bldg., Lapulapu St., Brgy. Poblacion, Tacurong City, Sultan Kudarat	(064) 200-3338 VOIP 9031	Serafin G. Hingco Branch Head
MINDANAO WEST DIVISION				
BASILAN	1	NFK Bldg., Sunrise Village, Isabela City, Basilan	(062) 200-3432	Marnelli T. Pastorfide Acting Head
DIPOLOG	1	Ramos Bldg., Rizal Ave., Brgy. Central (Pob.), Dipolog City, Zamboanga Del Norte	(065) 212-2518	Joel T. Loques Acting Head
JOLO	1	Sulu Masonic Bldg., Bus-Bus St., Brgy. Walled City (Pob.), Jolo, Sulu	(085) 341-8911 VOIP 2356	Shermina E. Sawadjaan Acting Head
TAWI - TAWI	1	GF, Nationwide Telephone Systems, Inc. Bldg., National Road, Tubig-Boh, Bongao, Tawi-Tawi	(068) 268-1001 0922-2117711	Ummayra S. Hamdan Acting SSO III
PAGADIAN	2	Ancajas Bldg., Sanson St., San Francisco, Pagadian City, Zamboanga del Sur	(062) 215-1160	James B. Buckly Branch Head
ZAMBOANGA	1	PHIDCO Bldg., Veterans Ave., Brgy. Camino Nuevo, Zamboanga City, Zamboanga del Sur	(062) 993-0418	Irene D. Laxamana Acting Head
TOTAL	227			



