



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**VISAYAS CENTRAL 2 DIVISION DISPOSAL COMMITTEE**  
 Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City  
 Tel. Nos. (053) 255-4658 or 255-5241 & 561-2476  
 Email: ormoc@sss.gov.ph

**GROUND RULES**

1. All eligibility requirements/prequalification documents shall be submitted, in the order as enumerated in the Terms of Reference (TOR), by the prospective bidders on **December 17, 2021**, from 8:00 AM to 12:00 PM in one brown envelope (**first envelope**), to the Chairperson, Disposal Committee, thru the Secretariat, Office of the Vice President, Visayas Central 2 Division, Social Security System, GF, Yuvallos Bldg., D. Veloso Ave., Brgy. Punta, Ormoc City or thru the Admin Officer of the SSS Branch where the property/ies is/are located.
2. No prequalification documents shall be received after 12:01 PM of **December 17, 2021** (Philippine Standard Time).
3. The Disposal Committee Chairperson shall open the bidding process at 2:00 o'clock, after the registration of the bidders, announcing the names of the attendees and in what capacity they are attending.
4. The Disposal Committee Secretariat shall start the preliminary examination of eligibility requirements by calling the bidders in alphabetical order.
5. In the presence of the bidder/authorized representative, the Secretariat shall evaluate, using a Checklist, the following requirements, which are duly initialed by the bidder per document:

BIDDERS	ANY PERSON	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
<b>REQUIREMENTS</b>	Latest Income Tax Return	DTI Certification	Articles of Partnership	Articles of Incorporation
	Certificate of Employment with Compensation	2021 BPLO Certification		
	Two (2) valid government issued identification cards with photo and signature			

6. All bids/proposals/quotations shall be signed by the bidder enclosed in a sealed envelope (**second envelope**) and dropped in the bid box.
7. The **Bid Bond** (in the second envelope) in the form of cash or check (Certified Cashier's or Manager's Check), payable to the SSS, in the amount equivalent to ten percent (10%) of the total bid shall be submitted to the Committee on or before the scheduled opening of bids.
8. Only those bids with complete eligibility requirements and the 10% bid bond shall be opened.
9. After determining who are qualified, the Disposal Committee shall then proceed to open the second sealed bid envelope and announce the names of the bidder and their bid.  
  
(The Bid Tender must be signed by the members of the Disposal Committee immediately after it is opened and announced.)
10. During the opening of the bids, only one (1) representative from each bidder shall be allowed and shall remain seated and refrain from making unnecessary remarks.