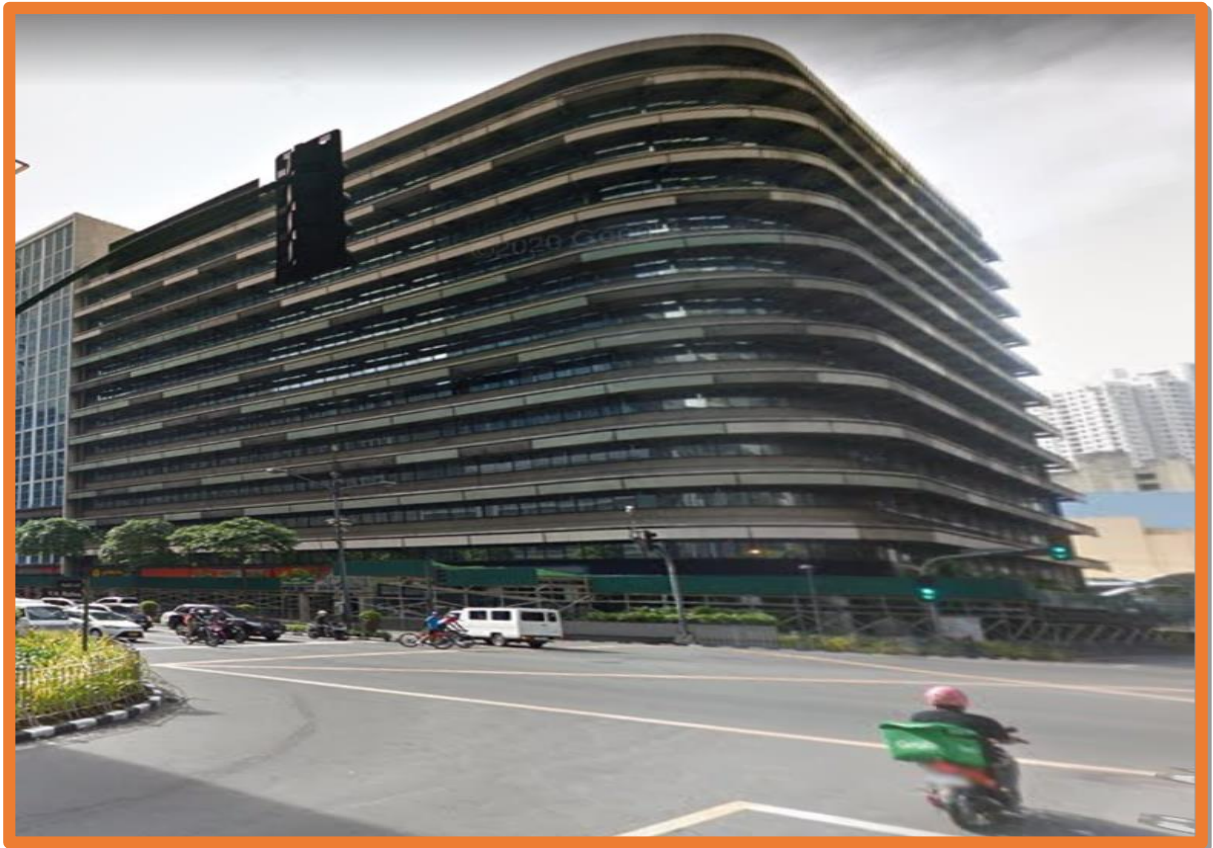




Republic of the Philippines
SOCIAL SECURITY SYSTEM

TERMS OF REFERENCE

**FOR THE TWO (2)-YEAR LEASE OF AN
OFFICE SPACE AT THE THIRD FLOOR OF
SSS MAKATI BUILDING, MAKATI CITY
THROUGH PUBLIC BIDDING MODE**



IPD_PB-MKT3M-2023-01

TABLE OF CONTENTS

	<u>PROJECT RATIONALE</u>	1
I	<u>PROPERTY BACKGROUND</u>	
	Description	2
	Land Use	2
	Office Space for Lease	2
II	<u>DEFINITION AND ABBREVIATION OF TERMS</u>	2
III	<u>BID ITEM</u>	5
IV	<u>MANDATORY PURCHASE OF TERMS OF REFERENCE (TOR)</u>	5
V	<u>LEASE TERMS AND CONDITIONS</u>	5
VI	<u>RIGHTS AND RESPONSIBILITIES OF THE PARTIES</u>	
	The Social Security System (SSS)	20
	The Prospective Lessee (PL)	21
	The Winning Lessee (WL)	21
VII	<u>ELIGIBLE PL/s</u>	22
VIII	<u>ELIGIBILITY CRITERIA</u>	
	Legal	22
	Technical	23
	Financial Capability	23
IX	<u>PUBLIC BIDDING PROCESS</u>	
	General Process Flow	23
	Detailed Process	24
	Publication of Invitation to Bid	24
	Pre-Bid Conference	24
	Submission of Eligibility Documents/Bid Proposals with the Proposal Security (PS) and Proposal Securing Declaration (PSD)	24
	Sealing and Marking of Eligibility Documents/ Bid Proposals with PS and PSD	25
	Two-Stage Evaluation	26
	- Opening and Preliminary Examination of Eligibility Documents	26
	- Opening and Evaluation of Bid Proposals	26
	Notification to the Highest Ranked Bid (HRB)	26

	Post Qualification	27
	Award on Lease of Property	27
	Execution of the Contract of Lease	27
X	<u>OTHER MATTERS</u>	
	Amendment of this TOR	28
	Requests for Written Clarification	28
	Correspondence with the RA	28
	Forfeiture of Proposal Security	28
	Confidentiality of Eligibility Documents	29
	Protest on Decisions of the RA	29
	Resolution of Protest	30
	Non-interruption of the Selection Process	30
	Resort to Regular Courts	30
	Dispute Resolution	30
	Damages	31
	Venue of Legal Action	31
	Waiver	31
	Observance of Highest Standard of Ethics	31
	Conflict of Interests and Disclosure of Relations	32
	SSS Reserved Rights	33
XI	<u>TIMETABLE OF ACTIVITIES</u>	34
	ANNEXES	35

PROJECT RATIONALE

Republic Act No. 11199, otherwise known as the “Social Security Act of 2018”, mandates the Social Security System (SSS) to acquire, develop and/or dispose of property, real or personal, on its own, or through a joint venture (JV) arrangement with the public and/or private sector as may be necessary or expedient for the attainment of the purposes stated therein.

Pursuant to this mandate, SSS is arranging through lease, on an “as-is, where-is” basis, one (1) vacant office space located at the Third Floor of SSS Makati Building, Ayala Avenue corner Rufino Street, Barangay San Lorenzo, Makati City. The mentioned property is owned by the SSS. The vicinity map and floor plan are attached hereto as Annexes B and C.

The disposition is being carried out in accordance with Part VI, Item A.1 Public Bidding and Item I.A.1 of Annex A of the Guidelines for the Lease of SSS Investment Properties (IPs) that was approved under Social Security Commission (SSC) Resolution No 403-s.2020 dated August 5, 2020, published in the Philippine Star on 14 August 2020 and emailed to the UP Office of the National Administrative Register on 18 August 2020, and in relation to Section 531 of the Government Accounting and Auditing Manual (GAAM) which essentially requires that the lease of a revenue generating property such as the subject property of this project shall undergo a competitive procedure. The Public Bidding (PB) shall be initiated and solicited by the SSS whereby eligible prospective lessees (PL) will be invited to submit their bids based on published procedures and criteria.

SSS reserves the right to amend or supplement this Terms of Reference (TOR) at any time prior to the submission of the Eligibility Documents and Bid Proposals.

This PB shall be administered by the Investment Property Department (IPD) and Asset Management Division (AMD) as the Recommending Authority (RA) of this Project. Any decision of and/or action taken by the IPD and AMD is recommendatory and is subject to the approval by the SSS Approving Authorities (AA), and notation by the SSC.

I. PROPERTY BACKGROUND

A. Description

The property, known as the “SSS Makati Building”, is a 13-storey concrete framed building owned by SSS and situated within the Makati Central Business District (Makati CBD). The property is located on the southeast corners of Ayala Avenue, V.A. Rufino Street (formerly Herrera Street) and De la Rosa Street, within Ayala Center, Barangay San Lorenzo, Makati City, Metropolitan Manila. It is roughly a kilometer northwest of Epifanio de los Santos Avenue (EDSA) and approximately 3 kilometers by road southwest of Makati City Hall.

All mentioned roads are asphalt-overlaid provided with concrete curbs and gutters, concrete sidewalks and underground drainage system. Public utility jeepneys, buses, taxi are available throughout the day along Ayala Avenue which connects to other section of the Makati City and nearby metropolis.

Electric power is supplied by MERALCO, water supply by Maynilad and telephone communications system are available at the site.

The building sits on a 5,881 sq.m. land, consisting of 4 contiguous lots owned by SSS.

B. Land Use

The property is situated in an area where land development is for highly commercial purposes.

The highest and best use of the land considering the current development trend in the area and the character of the property itself is a new high-rise commercial office building. However, pending development of the land in its highest and best use under a straight lease or joint venture arrangement, the SSS shall offer the property for lease on a short-term basis to interested eligible lessees.

All the lot titles were issued in favor of SSS by the Registry of Deeds for the City of Makati.

C. Office Space for Lease

Below is the office space offered for bidding, with parking slots also available for lease to the Winning Lessee (WL).

Bid Item/ Unit	Floor	Floor Area (sqm)	MBP, in Php/ sq.m. (VAT Exclusive)	Description and Scope of Bid
3-B	Third	168.93	1,052.94	<ul style="list-style-type: none">• Unit may entail fit-out works on account of the Lessee.• With ducted/ central air conditioning system.

II. DEFINITION AND ABBREVIATION OF TERMS

For purposes of this TOR, the following terminologies or words and/or phrases shall mean or be understood as follows:

A.	Bid Bulletin	Document to be issued by the RA that shall contain any clarifications, amendments and/or supplements to the Invitation to Bid (Annex D) and to this TOR.
B.	Bid Proposal/ Price	Refers to the offered rent from a PL for the office space, in Pesos per square meter of the floor area. It should not be lower than the Minimum Bid Price (MBP) set herein. It shall be submitted together with the Proposal Security (PS) and Proposal Securing Declaration (PSD) as set forth in this TOR. These documents comprise the 2 nd Envelope to be submitted to SSS on or before the deadline for submission and opening of bids.
C.	Contract of Lease (COL)	Written agreement specifying the terms and conditions of the lease set forth by the SSS, reviewed and cleared by the Office of the Government Corporate Counsel (OGCC).
D.	Engineering and Facilities Management Department (EFMD)	A department of the SSS responsible in the provision of engineering and maintenance services to the SSS properties.
E.	Eligibility Documents	Legal and financial qualification documents to be submitted to SSS on or before the deadline for submission of bids to be admitted as eligible bidders as set forth in this TOR. These documents comprise the 1 st envelope to be submitted by the PL.
F.	Highest Ranked Bid (HRB)	Lease Proposal with the highest offered rent among the proposals submitted by all PLs.
G.	Highest Ranked and Complying Bid (HRCB)	Lease Proposal with the HRB that passed the post-qualification requirements.
H.	Lease Proposal	Refers to the Eligibility documents and Bid Proposal to undertake a lease project submitted by an interested PL in response to and in consonance with the requirements of this TOR. This comprise the 1 st and 2 nd Envelopes to be submitted to SSS on or before the deadline for submission and opening of bids.
I.	Permit to Enter (PTE)	A document to be issued to the winning lessee (WL) for the possession of the property during the lease period, subject to compliance with the terms and conditions of this TOR.
J.	Proposal Securing Declaration (PSD)	To be submitted together with the Bid Proposal and PS. These comprise the 2 nd Envelope to be submitted to SSS on or before the deadline for submission and opening of bids. In the PSD, the PL shall undertake the following: 1. Warrants that the proposal submitted shall be valid for a period of one hundred eighty (180) calendar days, from the date of the opening of the proposals; 2. When selected as the WL, to enter into COL with SSS and furnish the required (SD) from receipt of the Notice of Award (NOA) and prior to the

		<p>execution of the COL;</p> <ol style="list-style-type: none"> 3. To acknowledge that SSS reserves the right to disqualify it for a period of time from participating in any of its selection/procurement activity, regardless of mode, in the event it violates any of the conditions stated herein including but not limited to, not entering into the COL with SSS when selected, or failure to perform its obligations under the said COL; 4. To acknowledge that the PS shall automatically be forfeited in favor of the SSS in the event that it withdraws its proposal during its validity, fails to and/or refuses to enter into a COL with the SSS when selected or when there is a failure to furnish the required SD; <p>Without prejudice to its forfeiture, the PS shall only be returned under the following circumstances but in no case beyond the period of its validity:</p> <ol style="list-style-type: none"> 1. When after its non-selection, a PL has submitted a written waiver of its right (see Annex H) to file a request for reconsideration within the period prescribed in this TOR; or 2. In the absence of a written waiver as above-mentioned, after a COL has already been signed by the SSS and the selected lessee and the corresponding security deposit has been posted.
K.	Proposal Security (PS)	<p>This is issued in favor of the SSS by the PL as security for their faithful compliance to the conditions of the lease project including but not limited to entering into the COL with SSS when selected. It shall be in the form of cash, cashier's/manager's check or bank draft, guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank payable in favor of SSS in the minimum amount equivalent to the first month rent, inclusive of VAT, on the initial year lease period.</p> <p>The PS must be valid for one hundred eighty (180) calendar days from the date of the opening of the proposals.</p> <p>The PS should also be extended corresponding to at least the extension of the proposal validity period.</p> <p>It shall be submitted together with the Bid Proposal and PSD as set forth in this TOR. These documents comprise the 2nd Envelope to be submitted to SSS on or before the deadline for submission and opening of bids.</p> <p>If considered as the WL, the PS shall form part of the SD, otherwise, it shall be returned after the bidding</p>

		without interest.
L.	Prospective Lessee (PL)	Any person (natural or juridical), including foreigners, authorized by law to reside and/or conduct business in the Philippines interested to lease the SSS IPs.
M.	Recommending Authority (RA)	The designated SSS Officials authorized by the SSC or the AA to undertake the PB procedures for the lease of the SSS Properties.
N.	Social Security Commission (SSC)	The governing Board and policy-making Body of the SSS.
O.	Winning Lessee (WL) / Lessee	The PL declared as HRCB and approved by the AA.

III. BID ITEM

The bid item is the lease rate in Php per sq.m., exclusive of VAT, as stated in Part V, Item C of this TOR.

A bid proposal containing an amount less than the MBP and/or a lease period not within the period stated in this TOR shall automatically be rejected.

The procedure for the evaluation and comparison of bids is specified under Section IX.B “Detailed Process”, Item 5.ii “Opening and Evaluation of Bid Proposals” of this TOR.

All Lease Proposal prices shall be quoted in Philippine Pesos.

IV. MANDATORY PURCHASE OF TOR

PLs are required to purchase this TOR for a non-refundable fee of **THREE THOUSAND PESOS (PHP3,000.00)** to be able to participate in the bidding procedures.

A complete set of TOR may be acquired by interested PL starting **17 February 2023** up to the scheduled submission and opening of eligibility documents and bid proposals at the 5/F, Investment Property Department, SSS Main Building, East Avenue, Diliman, Quezon City, and upon payment of the non-refundable fee for this TOR.

The mode of payment shall be on a cash basis payable at the SSS Cash Management Department, Ground Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City, upon accomplishment of SSS Form R-6. This TOR shall be received personally by the PL or his authorized representative.

It may also be downloaded free of charge from the SSS website **www.sss.gov.ph** under the **Assets for Lease** section. If interested to participate in the bidding process, the PL shall pay the applicable fee for this TOR not later than the submission of its bid.

V. LEASE TERMS AND CONDITIONS

Below are the salient terms and conditions on the lease of a vacant office space on an “as-is, where is” basis through public bidding. The complete terms and conditions are provided in the COL.

A.	Lease Term	Lease term is 2 years on as-is where-is basis. Renewal of lease is possible if Lessee complies with the SSS Guidelines for the Lease of SSS Investment Properties.
B.	Effectivity of Lease	Lease shall commence on the 1 st day of the month following the month of receipt by the WL of the NOA/Approval of Lease Proposal from the RA. The RA shall notify the WL within 5 calendar days upon receipt by the RA of the Approval of the Award/Lease by the Approving Authority.
C.	Minimum Bid Price (MBP)/ Rental Rate	Shown on Part I, Item C of this TOR. Bids received below the minimum amount shall be rejected at the opening of the Bids.
D.	Rental Escalation	7.42% annually to start on the 2 nd year of the lease term (applicable also to the parking slot, if any).
E.	Security Deposit (SD)	Equivalent to 2 months rent on office space and availed parking slot (if any), inclusive of 12% VAT and to be adjusted in accordance with the rental escalation. SD shall be payable to SSS in cash or manager's check before the issuance of a PTE.
F.	Advance Rental Payment (ARP)	Equivalent to 2 months rent on office space and availed parking slot (if any), inclusive of 12% VAT, to be applied on the first 2 months of the lease period. ARP shall be payable to SSS in cash or manager's check before the issuance of a PTE.
G.	Maximum Construction Period	<ol style="list-style-type: none"> 1. The construction period includes the preparation of plans/designs, securing of permits/ licenses, demolition, and fit-out. This period shall form part of the lease term. 2. The AA may grant, upon the recommendation of the IPD/external consultant thru the RA, a maximum construction period based on whichever is shorter between Items a and b hereof: <ol style="list-style-type: none"> a. Construction period as evaluated and determined by the IPD based on EFMD estimate, or as determined by the external Consultant, on a per lease project basis; and b. Actual period spent by lessee for the completion of its proposed rehabilitation/ development project or start of operation/ occupancy, whichever comes first, as certified to by the EFMD. 3. In the event that the lessee anticipates that it shall fail to complete its construction within the prescribed period, upon the lessee's request, which must be given prior to the expiration of the construction period, the SSS, through the approving authority that approved the lease contract, may give the lessee an extension for such period necessary to complete its construction. Despite the

		<p>extension of the construction period, the lessee shall pay the monthly rental in accordance with the schedule prescribed under the lease contract.</p> <ol style="list-style-type: none"> 4. Any approved extension on the construction period shall not extend the original lease term. 5. The lessee shall complete the construction within the approved construction period, or any extension thereof, otherwise the non-completion may be a ground for termination of the lease, forfeiture of the performance security and monies so far remitted by the lessee and the SSS shall take possession of the building so far constructed without need to reimburse the lessee for the value thereof, among others.
H.	Rent-Free Construction Period (RFCP)	<ol style="list-style-type: none"> 1. The Rent-Free Construction Period (RFCP) is given for one (1) month for leases where the lessee will develop and/or rehabilitate an IP. After the expiration of the RFCP, regular rent shall be imposed. 2. RFCP shall commence upon signing of the COL and shall form part of the lease term. 3. The WL shall submit to EFMD thru IPD the necessary improvement plans/ specifications/ design and cost estimates for evaluation. The WL shall be responsible in securing the required permits, if any. 4. As built plan shall be submitted after completion of the approved plan.
I.	Project Variation	<ol style="list-style-type: none"> 1. The SSS, through the approving authority that approved the lease contract, may, upon recommendation of the IPD, approve a request for a project variation to cover any proposed change in specifications, materials, and design of the building, subject to the following conditions: <ol style="list-style-type: none"> a. The proposed revision/s shall not impair the quality of the building and/or reduce the total gross floor/leasable area approved in the contract or increase SSS' share of cost, if applicable; b. The project variation shall not reduce the guaranteed rent on the property and shall not affect the RFCP, the construction period as approved in the contract; c. The request is made at least one hundred twenty (120) calendar days prior to intended commencement date of implementation of revisions; and

		<p>d. Lessee shall adjust accordingly all the insurance coverage and performance security affected by the project variation and submit proof thereof to the SSS within at least thirty (30) calendar days prior to the commencement date of implementation of revisions.</p> <p>2. The contract of lease may be amended to reflect any approved project variation.</p> <p>3. Any revision in the specifications, materials, or design, of the building without the prior consent of the SSS, shall be a ground for SSS to order a work stoppage, demolition of any unauthorized work, and the restoration to its original design and/or termination of the lease contract.</p>
J.	Insurance	<p>1. Construction</p> <p>Prior to the start of construction of the approved development or rehabilitation works, including any approved extension of construction period, the lessee shall obtain at its own expense an all-risk insurance coverage issued by the GSIS or any Top 10 insurance company accredited by the Insurance Commission assigned in favor of SSS, and submit to SSS a copy of the insurance policy/ies. The all-risk insurance shall answer for any damage to property and/or injury or death as a result of or incidental to the lessee's construction works, property or fire, earthquake, flooding/inundation or any calamity, or force majeure, without prejudice to SSS' right to file a case against the lessee for any additional claim not covered by the insurance.</p> <p>2. Operational</p> <p>Except as may be otherwise approved by the approving authority and indicated in the contract, during the lease period the lessee shall also obtain at its own expense an all-risk insurance coverage for the leased property, including any additional improvement therein, assigned in favor of SSS and issued by the GSIS or any Top 10 insurance company accredited by the Insurance Commission and submit to SSS a copy of the insurance policy/ies. The all-risk insurance shall answer for any damage to property and/or injury or death as a result of or incidental to the lessee's operation of the leased property or fire, earthquake, flooding/inundation or any calamity, or force majeure, without prejudice to SSS' right to file a case against the lessee for any additional claim not covered by the insurance.</p>

K.	Performance Security	<ol style="list-style-type: none"> 1. To guarantee the lessee's faithful performance of its obligation to construct and complete the construction of the proposed development and/or rehabilitation works under the contract, the lessee shall, within five (5) calendar days from receipt of the Notice of Award, post a performance security in favor of SSS in an amount equivalent to 10% of the estimated cost of development/ improvement works in the form of cash, bank guaranty or irrevocable standby letter of credit issued by a universal or commercial bank, or a Surety Bond, callable upon demand, issued by the GSIS or any Top 10 insurance company accredited by the Insurance Commission, and reasonably acceptable to SSS and shall be in the form and amount computed based on the formula prescribed in the TOR. 2. The performance security shall be forfeited in the event that the lessee fails or refuses to construct or complete the construction of its proposed development or rehabilitation works within the prescribed period or its extension. 3. The performance security shall be released by the SSS within sixty (60) calendar days from the successful completion and final acceptance of the constructed development.
L.	Rental Payments	<p>Upon submission of the signed and notarized COL, the lessee shall simultaneously submit post-dated checks (PDCs), dated every 1st day of the applicable month, for the remaining months of the first year of the lease term after taking into consideration the ARP.</p> <p>Thereafter, the lessee shall, without need of a demand from SSS, issue twelve (12) PDCs dated every 1st day of the applicable month every year, or the corresponding number of remaining months of the lease term, if unexpired months are less than twelve (12), to be submitted at least sixty (60) calendar days before the anniversary of the commencement date of the lease.</p>
M.	Delay/ Non-Payment of Rentals and Other Dues and Default	<ol style="list-style-type: none"> 1. In case of any delay in the payment of the monthly rentals, fees and other charges such as, but not limited to, association dues/MACEA, or utilities provided by SSS, the Lessee shall pay a penalty equivalent to 2% per month of the rental due/other charges computed from the first day of the applicable month until fully paid. 2. Collection Letter/Notice of Dishonor shall be sent to the lessee immediately after the failure to pay

		<p>on due date. In case of non-payment and/or dishonor of check, the lessee shall be required to settle the amounts due inclusive of penalties imposed within five (5) days from receipt of the aforesaid letter/notice.</p> <p>3. For purposes of these guidelines, the term default shall refer to the following:</p> <ul style="list-style-type: none"> a. Default on rent. - The lessee who/that fails to pay the rent on due date shall be deemed in default without need of demand. b. Default on money obligations other than rent - In fulfilling obligations wherein payment of money other than rentals is involved, including but not limited to electric, water and gas consumption or other charges provided herein, the lessee shall, except as may otherwise be specifically prescribed in these guidelines, have a period of thirty (30) calendar days from due date within which to make the necessary payment otherwise the same shall be a ground for the termination of the lease without prejudice to the SSS' right to exercise rights/remedies prescribed in these guidelines and other applicable laws, rules, and issuances. c. Default on other terms and conditions of the contract - The lessee violates any of the terms and conditions in the lease contract including abandonment of the leased property and such violation persists or not remedied within the prescribed period in these guidelines and despite the issuance of a written notice. d. The leased property is deemed abandoned, deserted or vacated if for a period of thirty (30) or more consecutive calendar days within the lease period, or any extension or renewal thereof, the lessee has ceased operations in the leased property and the rental for such period is unpaid and the lessee fails to respond within fifteen (15) days from receipt of the SSS' written notice. <p>4. Bounced and Returned Checks. In case the check issued by the lessee for the payment of monthly rent or other charges bounced, the lessee is given a period of twenty-four (24) hours from receipt of the written notice to replace the check with cash of equivalent amount, otherwise, the lessee is considered in default and SSS shall exercise rights/remedies prescribed in these</p>
--	--	---

		<p>guidelines and other applicable laws, rules, and issuances.</p> <ol style="list-style-type: none"> 5. Should the lessee fail to pay its outstanding obligations despite receipt of the above-mentioned Collection Letter/Notice of Dishonor, and/or is deemed in default pursuant to the contract, the SSS may immediately undertake any or all of the following, as may be applicable: <ol style="list-style-type: none"> a. Cancel the Contract of Lease; b. Cut-off utilities; c. Take possession of and padlock the leased premises; and d. Take appropriate legal action against the Lessee. 6. In addition to the foregoing, the SSS may take over/step-in to the rights of the lessee over any sub-lease, if any, to the extent provided in the TOR. 7. All lease contracts shall contain a provision stating that upon the termination, default, violation of any of the terms and conditions of the lease contract, the SSS is deemed automatically and fully authorized to, and shall immediately, take possession of the leased IP without need of any judicial process, and for the payment by the lessee of liquidated damages, amount of indemnification and other charges as may be indicated in the contract. In this connection, the SSS has full power and authority to take possession of the leased IP and to do or perform such acts as may be necessary to take possession, including but not limited to entering into the leased IP, actions enumerated under Item Nos. 5 and 6 hereof and such other steps designed to enable the SSS to effectively repossess the leased IP. The lessee waives the right to file any action, civil, administrative or criminal, including application for temporary restraining order or preliminary injunction or any action to prevent the SSS from taking possession of the leased IP. 8. Acceptance of Payment of Arrears. The acceptance by the SSS of arrears in rent or the penalty for late payment, extensions of payment, or performance of one or more obligations by the Lessee shall not by itself be deemed a waiver by the SSS of any breach by the lessee of any covenant or condition contained in the lease contract. 9. Failure or delay by the SSS to enforce or demand strict performance by the lessee of any stipulation
--	--	---

		<p>or condition in the lease contract shall neither affect the validity hereof, nor shall such be construed as abandonment, withdrawal, waiver or cancellation of such stipulation or condition or right or option, or of the right of the SSS to subsequently enforce or demand performance of such provisions. No waiver by the SSS shall be deemed to have been made unless expressed in writing and signed by the SSS.</p>
N.	Priority of Application of Payments	<p>The SSS may accept partial payments of the total amount due which shall be applied first to the penalty obligations, monthly rentals, then to utilities and other bills/charges. However, acceptance of partial payments shall not deter SSS from taking the appropriate actions enumerated under above Item M.5.</p>
O.	Taxes, Fees and Other Charges	<p>1. Taxes</p> <p>Pursuant to Section 16 of the Social Security Act of 2018, the SSS is exempt from tax, legal process and lien. However, the SSS is subject to VAT as provided under Republic Act No. 10963, Tax Reform for Acceleration and Inclusion (TRAIN), which shall be shouldered by the lessee. Thus, it is agreed and understood that should there be other changes in the law or the interpretation thereof or any other circumstances which would subject the leased property and/or the rental payments hereunder to any kind of tax (including but not limited to Real Property Tax) assessment or levy which would constitute a charge against the leased property or create a lien against the leased property and/or rental payments, the lessee agrees and obligates itself to assume, shoulder and pay such tax, assessments or levy as it becomes due.</p> <p>2. Utilities</p> <p>Utility charges such as, but not limited to, electric, telephone, and water for the leased premises for the duration of the lease, inclusive of the Rent Free Construction period (RFCP) and/or construction period, if applicable, shall be for the account of the lessee and settled directly with the providers.</p> <p>Utility charges to be collected by SSS, subject to 7.42% escalation effective on the second year of lease, as follows:</p> <p>First Year rates:</p>

		<ul style="list-style-type: none"> • Centralized Aircon – Php258.74/sq.m. • Water – Php53.98/sq.m. • Garbage and Association Dues – Php13.09/sq.m. <p>3. Other fees and charges as may be imposed as a result of or incidental to the lease and relevant laws and issuance.</p> <p>4. Submission of Proof of Payments</p> <p>The lessee must submit proofs of payments for utilities and other dues to the SSS on a quarterly basis and on an annual basis for the real property tax within seven (7) working days from payment thereof, otherwise, this may serve as a ground for the SSS to cancel the lease.</p> <p>5. Unpaid taxes, fees, and other charges</p> <ul style="list-style-type: none"> a. All payables due within the lease period but received after the expiration of the lease term shall remain for the account of the lessee and be billed accordingly. b. The lessee shall be responsible for the payments of all taxes, fees, and other charges which may be assessed and/or levied against it and/or its sub-lessees during the lease period and all that remain unpaid after the lease period. c. The SSS may advance the payment of all taxes, fees, and other charges in behalf of the lessee to the extent that it shall protect the SSS' interest and as may be allowed under applicable laws, rules and regulations and other issuances, subject to reimbursement from the lessee within 5 calendar days from its receipt of SSS notice. d. A 2% penalty per month up to a maximum period of 2 months from receipt of the notice of reimbursement by the lessee shall be imposed against the lessee for any unpaid amount advanced by the SSS. Continued non-payment of all amounts due beyond the maximum period of 2 months shall be a ground for the cancellation of the lease.
--	--	---

P.	Extrajudicial Termination of Lease	<p>1. Rent Free Construction Period (RFCP) and Construction/Rehabilitation Period</p> <p>a. The SSS or lessee may extrajudicially terminate the lease for violation of contract, including abandonment of the leased property, and whenever the lessee committed an act or negligence that puts the SSS, as it determines, in a financial and/or reputational risk.</p> <p>b. For failure to complete the construction within the prescribed construction period or the approved extension thereof, the SSS may, without prejudice to the other available remedies provided in these guidelines and applicable laws and issuances, extrajudicially terminate the lease and exercise any of the following:</p> <p>i. Demand the lessee to remove any or all improvements at the sole expense of the lessee;</p> <p>ii. Demand for the payment for loss of potential income, and damages, actual or incidental, as a result of the non-completion of the construction within the prescribed period or the approved extension thereof.</p> <p>c. The SSS may extra-judicially terminate the lease in times of economic/health crisis or in crucial situations that will necessitate SSS to dispose of the leased property through sale to generate the much needed funds, subject to compensation equitable or reasonable under the circumstances and based on proper valuation of the improvement and other conditions as may be prescribed by the TOR.</p> <p>d. The lessee may not extrajudicially terminate the lease contract for any other reason as stated under Part V. Item P.1.a, otherwise, the SSS shall forfeit all monies so far remitted to it, without prejudice to the filing of appropriate action, if any.</p> <p>2. Operational</p> <p>a. The SSS or lessee may extra-judicially terminate the lease for violation of contract, including abandonment of the leased</p>
----	------------------------------------	---

		<p>property, force majeure (e.g. any war, acts of God or any other cause beyond the lessee's control and without any contributing fault on the part of the lessee), extraordinary inflation, health/ economic crisis, bankruptcy and whenever the lessee committed an act or negligence that puts the SSS, as it determines, in a financial and/or reputational risk;</p> <p>b. In case the termination is due to the lessee's violation of the contract, including abandonment of the leased property, and/or non-performance of its responsibilities and obligations under the contract, the SSS shall forfeit all the bonds/securities and monies so far posted and/or remitted by the lessee in relation to the lease, without prejudice to the filing of appropriate action, if any. Additionally, the SSS may exercise any of the following:</p> <ul style="list-style-type: none"> i. Demand the lessee to rectify its violation/ non-performance of responsibilities and obligations under the contract within thirty (30) days from receipt of notice by the SSS or within such period as may otherwise be specifically provided in these guidelines but such demand shall not constitute as a waiver of the SSS' right to terminate the contract and/or undertake any of the actions/remedies available to the SSS; ii. Demand the lessee to remove any or all improvements at the sole expense of the lessee; iii. Demand for the payment for loss of potential income and damages, actual or incidental, as a result of the violation of the contract and/or non-performance of its responsibilities and obligations under the contract. <p>c. The SSS may extra-judicially terminate the lease in times of economic/health crisis or in crucial situations that will necessitate SSS to dispose of the leased property through sale to improve its financial status or to fund a vital SSS project or program, subject to compensation equitable or reasonable under the circumstances and based on proper</p>
--	--	--

valuation of the improvement and other conditions as may be prescribed by the TOR;

- d. For lease without construction and development, either party may extrajudicially terminate the lease for convenience provided that the party who will initiate such termination shall inform the other party in writing at least ninety (90) calendar days before the intended date of termination. In any event, the extrajudicial termination of the contract shall take effect 90 calendar days after receipt by the other party of the notice to terminate.
- e. In case the Lessee initiates the extrajudicial termination of the COL for convenience, the Lessee shall pay the SSS a termination fee, to be deducted from the SD, in accordance with the following:

Date of Pre-Termination	% of Forfeiture (VAT component, excluded)
Within 1st half of lease term	100% of SD
Within 3rd quarter of lease term	50% of SD
Within 4th quarter of lease term	25% of SD

Portion of the SD not forfeited shall be returned to the Lessee.

- f. The Security Deposit will not be forfeited in case the SSS extra-judicially terminates the contract or if such termination is mutually agreed upon by both parties. The SSS may move or mutually agree to extra-judicially terminate the lease for compelling circumstances such as to protect its image, carry out a more beneficial development plan for the leased property or in case of sale, or in other analogous circumstances.
- g. Upon request of the Lessee, the SSS may waive its rights under Item **P.2.c** and/or **P.2.e** in the lease contract for the whole duration of the lease term or in part, provided that the cost of developments or rehabilitation works on the leased property as assessed by the EFMD, is at least equivalent to one (1) year rental for residential leases or two (2) years rental for commercial leases (exclusive of VAT).
- h. In case of partial damage to the leased property due to force majeure, the SSS may,

		<p>upon lessee's request, grant a suspension or reduction of payment proportionate to the affected areas during the clearing operations.</p> <p>3. In the case of lease of clustered properties, the lessee shall not be allowed to invoke partial extrajudicial termination of the lease contract.</p>
Q.	Improvements on the Property	<p>1. All improvements shall require the prior approval of the AA who approved the lease project.</p> <p>2. Upon expiration/termination of the lease, all improvements and conditions in the leased property, which cannot be removed without causing damage or injury to the leased property, introduced or made by the lessee, shall become the SSS' property upon the expiration of the lease period or any extension or renewal thereof, or the termination of the lease contract, without any obligation on the part of the SSS to reimburse the lessee for the value thereof. However, the lessee may, at its option and own expense, elect to remove such alterations and improvements which are not otherwise stipulated to be retained or owned by the SSS and which are capable of being detached without causing material damage or injury to the leased property.</p> <p>3. All improvements shall be included in the determination of the rent should the lease be renewed, except as may be otherwise indicated in this TOR.</p>
R.	Prohibitions on the Use of the Property and Inspection	<p>1. The Lessee shall not use the leased area including any improvement thereon for:</p> <ul style="list-style-type: none"> a. Purposes other than and/or contrary to what is permitted in the COL; b. Purposes which are illegal, immoral, or contrary to public policy; c. Purposes or acts as may be prohibited by the SSS; d. Any activity which may endanger the health, safety, peace, and tranquility of other people conducting business and/or residing in the same area such as but not limited to production of annoying sounds and obnoxious odors, and other analogous activities; and e. Any activity which may endanger the environment through ecological disturbances and other analogous activities. <p>2. The foregoing prohibitions shall remain in force</p>

		<p>even if the property or any portion thereof has been sub-leased.</p> <p>3. To ensure faithful compliance of lessee/s on proper use of the property, the IPD or other SSS authorized units/representatives shall have the right to inspect the leased premises, during business hours of the day or as otherwise arranged by mutual consent.</p> <p>d. The lessee shall make the leased property available during regular business hours for inspection by PL/s and shall cooperate in every reasonable way with the SSS' efforts to obtain a new lessee for the leased property.</p> <p>e. The lessee shall take all precautions necessary to protect the leased area against predictable damage and/or damages caused by fortuitous events.</p>
S.	Repairs and Maintenance	<p>As a general rule, all repairs and maintenance on the leased property, including all the development and improvements constructed thereon or SSS' equipment retained therein, shall be for the sole account of the lessee.</p> <p>The repairs of damages solely due to force majeure and/or a fortuitous event shall be for the account of the SSS within the limit of insurance policy.</p>
T.	Sublease	<p>1. The Lessee may sublease the leased area with prior written approval of the SSS. The Lessee shall ensure that the terms and conditions of its agreement/s with its sublessee/s conform to the terms and conditions of the COL. In case of conflict in the provisions of the agreement/s between the Lessee and its sublessee/s with the provisions of the COL, the provisions of the COL shall prevail.</p> <p>2. A provision on the right of SSS to take over/step-in to the rights of the lessee over any sublease, shall be contained in any sublease contract to clearly reflect the said right/authority of the SSS and to properly notify the sublessee.</p> <p>3. A copy of the sublease contract shall be submitted to the SSS within ten (10) calendar days from the execution thereof to ensure compliance with the foregoing requirements.</p> <p>4. The Lessee shall be primarily and solidarily responsible for any act and/or omission of the</p>

		<p>sublessee/s that is violative of the COL and/ or for the damage such sublessee/s may cause.</p> <p>5. Upon the expiration or termination of the COL, all sublease shall automatically be terminated and of no force and effect.</p>
U.	Assignment, Transfer, or Conveyance of Lessee's Rights	<p>1. The assignment, transfer, or conveyance of the lessee's rights, whether wholly or partially, over the SSS property in favor of a third party shall be subject to the evaluation and prior written consent of the SSS. Any assignment, transfer, or conveyance without the prior written consent of the SSS shall be null and void insofar as SSS is concerned.</p> <p>2. In case of lease with construction of development, any assignment, transfer, or conveyance of lessee's rights, whether wholly or partially, pending completion of the approved development shall not be allowed.</p> <p>3. Notwithstanding the approval of any assignment, transfer, or conveyance of the lessee's rights over the leased property, the lessee and its assignee shall be solidarily liable to the SSS for any unpaid or unfulfilled obligations incurred prior to such assignment, transfer, or conveyance of the lessee's rights over the leased property.</p>
V.	Step-In Rights of SSS on Sublease Contracts	<p>The SSS shall have step-in rights to the rights of the LESSEE over any sublease which may be due to circumstances such as, but not limited to:</p> <p>1. Default in rental payment and other money obligations - In all instances, the SSS shall send a collection letter immediately after the LESSEE failed to settle on due date, within the context of the Lease Guidelines, with an advice to settle the unpaid amounts within five (5) days from receipt thereof otherwise the SSS will exercise its right to step-in to the rights of the LESSEE/Sublessor.</p> <p>2. Violation/breach of other terms and conditions of this Contract – LESSEE violates any of the terms and conditions in this Contract, including abandonment of the Leased Premises and such violation persists or not remedied within the prescribed period in the Lease Guidelines and despite the issuance of a written notice.</p> <p>The Leased Premises is considered to be abandoned, deserted or vacated if for a period of thirty (30) or more consecutive calendar days within the lease period, or any extension or renewal thereof, the LESSEE has ceased operation in the</p>

		<p>Leased Premises and the rental for such period is unpaid and the LESSEE fails to respond within fifteen (15) days from receipt of the SSS' written notice.</p> <p>3. Extrajudicial termination due to inability of the LESSEE to pay - LESSEE extrajudicially terminates the lease due to its inability to pay rent caused by force majeure (e.g. any war, acts of God or any other cause beyond the LESSEE's control and without any contributing fault on the part of the LESSEE), extraordinary inflation, health/ economic crisis and bankruptcy. The SSS shall exercise its step-in-rights at the close of business hours on the specified date of termination by the lessee.</p> <p>4. Extrajudicial termination by the SSS due to an act or negligence that puts the SSS, as it determines, in a financial and/or reputational risk. The SSS shall exercise its step-in-rights at the close of business hours on the specified date of termination by the SSS.</p>
W.	Parking Slots	WL may lease available covered parking slot/s at fixed amount of P6,162.87 per slot per month, exclusive of VAT and subject to escalation effective on the 2nd year of the lease. The cost of the parking slot/s shall be made integral to the COL between the WL and SSS.
X.	Award of COL	The SSS shall award the COL to the PL that submitted the highest proposal and passed the post-qualification.

VI. RIGHTS AND RESPONSIBILITIES OF THE PARTIES

A. The SSS shall:

1. Warrant that the property is free from all liens and encumbrances, and that all taxes, fees and dues chargeable against the property, if any, has been fully settled by the beneficial user of the property;
2. Provide the PLs with a copy of the property titles, maps, lot and floor plans;
3. Ensure conduct of bidding process based on the principles of public advantage, accountability, competition and transparency;
4. Give the WL the sole right to lease, occupy the leased area, subject to the COL;
5. Deliver possession of the leased area to the WL, on an **“as is, where-is”** basis, upon the execution of the COL;
6. Protect the lessee's peaceful and adequate enjoyment of the leased area for the entire duration of the COL against any claims of third persons on the ownership of the property;

7. Rescind the COL in case the lessee violates any of the provisions under this TOR; and
8. Perform such other obligations as may be stated and/or incidental to those stated in the COL.

B. The PL shall:

1. Be solely responsible for its own due diligence on all matters relating to this TOR and the leased area which may, in any manner, affect the nature of its lease proposal. SSS shall not be responsible for any erroneous interpretation or conclusion by the PL out of data furnished or indicated in this TOR, including any Bid Bulletin/s issued by the RA. Failure of the PL to examine and inform itself shall be at its sole risk and no relief for error or omission shall be given.
2. Investigate/examine the office space for lease, its existing structures, facilities, utilities, general characteristics, condition and its surrounding vicinities that may affect directly or indirectly the actual execution of the lease proposal and such other information as to allow the PL to make a competitive estimate. The PL, by the act of submitting its lease proposal, acknowledges that it has inspected the area for lease and accepted all the terms and conditions as set forth in this TOR.
3. Be responsible for having taken steps to carefully examine this TOR including its attachments and deemed to have become familiar with all existing laws, decrees, ordinances, acts, rules and regulations, which may affect this TOR.
4. Bear all costs associated with the preparation and submission of lease proposal, and the SSS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of these procedures.
5. Ensure that each of the documents submitted in satisfaction of the bidding requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and all statements and information provided therein are true and correct;
6. Authorize the SSS or its duly authorized representative/s to verify all the documents submitted;
7. Ensure that the signatory is the duly authorized representative of the PL, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the PL in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the PL is a corporation, partnership, or JV (if applicable); and
8. Post a PS in the **minimum amount equivalent to the first month rent, inclusive of 12% VAT on the initial year lease period**, as indicated in Part II, Item K of this TOR.

C. The WL shall:

1. Strictly comply with the terms and conditions of the COL executed by and between SSS and the WL, and maintain all warranties and representations in good standing for the duration of the contract period. **(See Annex A – Pro-forma Contract of Lease);**

2. Pay, at its sole account, all applicable taxes, licenses, fees and charges due on the lease transaction, the leased area and its improvements, if any, and those that may be imposed by law during the entire term of the COL;
3. Pay the monthly rental, inclusive of VAT, at the due date without need of demand;
4. Submit the company's audited financial statements annually;
5. Undertake the management, possession and security of the leased area upon signing of the COL for the duration of the lease period; and
6. Perform such other obligations as may be stated and/or incidental to those stated in the COL.

VII. ELIGIBLE PL/s

Any person (natural or juridical) including foreigners authorized by law to reside and/or conduct business in the Philippines may be allowed to bid for the lease of office space owned by SSS.

- A. Individual Lessee/Sole Proprietorship (Filipino citizen / Foreigner)
- B. Corporation/Partnership duly registered with the Securities and Exchange Commission
- C. An incorporated JV or consortium of local/foreign individuals/entities, i.e., a group of 2 or more persons/entities with intention to be jointly and severally responsible or liable for the particular transaction with the SSS
- D. Cooperatives duly organized under the laws of the Philippines
- E. Multilateral Institutions
- F. Government agencies

VIII. ELIGIBILITY CRITERIA

PLs must satisfy the following criteria, whenever applicable, to be eligible to participate in the public bidding for the lease of office space at Makati Building:

A. Legal

1. The PLs must possess the legal personality and/or authority to reside and/or conduct business in the Philippines as certified to by the appropriate government agencies and/or Local Government Units.
2. A PL or any member of its consortium or sub-contractor shall be ineligible to participate in any lease project concerning an IP under these Guidelines if it has been disqualified or has been declared/included in any blacklisting process by any government agency, instrumentality, GOCC or any bilateral or multilateral agency such as but not limited to the Asian Development Bank and the World Bank.
3. All PLs shall be required to submit, as part of their qualification documents, a statement stipulating that the PL: (i) has accepted the qualification criteria established by the RA;

and (ii) waives any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against the SSC, SSS, RA and SSS officers to prevent or restrain the qualification proceedings related thereto, the award of the COL to a successful PL, and the carrying out of the awarded COL. Such waiver shall, however be, without prejudice to the right of a disqualified or losing PL to question the lawfulness of its disqualification or the rejection of its proposal by appropriate administrative or judicial processes not involving the issuance of a writ of injunction or prohibition or restraining order.

B. Technical (As applicable)

For all types of lease of IPs with proposed development, the PLs must have completed, within a specified period from the date of submission and receipt of proposals, a similar and/or related project and must be able to meet the minimum requirements of SSS on years of experience as a real estate developer. The similar project completed must have a total cost of at least fifty percent (50%) of the SSS estimated cost for its proposed development project, if applicable.

In all cases, the PLs must also meet the minimum technical requirements as may be specified in the TOR.

C. Financial Capability

The PLs must have adequate capability to sustain the financing requirements for the lease of office space. This shall be measured in terms of:

1. **Good financial and credit standing.** The PLs must have bank account/s with cash balance or a credit line from a reputable commercial/universal local or international bank in the amount equivalent to at least the 2 months advance rent and 2 months Security Deposit, inclusive of 12% VAT, of the PL's proposed rent.
2. **Timely and Complete Payment of Taxes.** The PLs (and all members, if a PL is a JV or consortium) must be up to date in its payment of all applicable taxes and must be able to submit an updated tax clearance for the fiscal year 2022.

In all cases, the PLs must also meet the minimum financial requirements as may be specified in the TOR.

The detailed criteria in Items A and B for PL is without prejudice to SSS providing a more detailed requirements in the TOR consistent with the lease project's distinctive needs.

IX. PUBLIC BIDDING PROCESS

A. General Process Flow

1. Publication of Invitation to Bid
2. Pre-Bid Conference
3. Submission of Eligibility Documents and Bid Proposal together with the PS and PSD
4. Two-Stage Evaluation

- a. Opening and Preliminary Examination of Eligibility Documents
 - b. Opening and Evaluation of Bid Proposal Documents
5. Notification to the HRB
 6. Post-Qualification
 7. Award on Lease of Office Space
 8. Execution of the COL

B. Detailed Process

1. Publication of **Invitation to Bid** by the Corporate Communications Department (CCD) in at least 2 newspapers of general nationwide circulation, once a week for at least 2 consecutive weeks and in the SSS website (www.sss.gov.ph), **at least twenty (20) calendar days before the scheduled public bidding.**
2. Conduct of a **Pre-Bid Conference** at the RA's discretion, depending on the complexity of the area to be leased out. The Pre-Bid Conference may be held **at least 5 days before the submission of bids** to be attended by interested PLs for purposes of clarifying the bidding rules, procedures and approval process.

Any statement made at the Pre-Bid Conference shall not modify the terms of the TOR unless such statement is specifically identified in writing as an amendment thereto and issued as a Bid Bulletin.

The RA will hold a Pre-Bid Conference for this Project on the specified date and time or through online conference using Microsoft Teams as indicated in item 6 of the Invitation to Bid (**Annex D**).

PLs may request for clarification on and/or interpretation of any part of the TOR as specified under **item 8** of the Invitation to Bid and **Section X.B** of this TOR. Such requests must be in writing and received by the RA, either at its given physical address or through electronic mail indicated in the Invitation to Bid, within 2 calendar days from the conduct of the Pre-Bid Conference.

A Bid Bulletin shall be issued and sent to the PLs which purchased this TOR within 3 calendar days from the deadline of submission of the requests for written clarification.

3. **Submission of Eligibility Documents (refer to Annex F - Checklist of Documents)/ Bid Proposals (Annex E - Sample Bid Proposal) with PS and PSD (Annex K – Sample PSD).**

Interested PLs are requested to submit the required Eligibility Documents and Bid Proposals together with the PS and PSD at the specified date, time and venue as indicated in item 2 of the Invitation to Bid.

Bids will be opened in the presence of the PLs or PLs' representatives who choose to attend at the address above. They must sign in the attendance logbook. Late bids shall not be accepted.

In case videoconferencing, webcasting or other similar technologies will be used,

attendance of participants shall likewise be recorded.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the date shall be extended to the same time of the immediately succeeding business day in Quezon City.

The Philippine Standard Time will be the basis for submission of lease proposals.

PLs shall submit **1 set of original** Eligibility Documents/Bid Proposal and **2 other sets of certified true copies** thereof, with each set contained in a sealed envelope. In the event of any discrepancy between the original and the copies, the original shall prevail.

- a. **First Envelope.** This will contain 1 set of Original Eligibility Documents listed in - Annex F - Checklist of Documents, to be placed inside a sealed envelope and 2 other sets of Certified True Copies (CTC) thereof, with each set contained in a separate sealed envelope.
- b. **Second Envelope.** This will contain 1 set of Original Bid Proposal listed in Annex F (please see Annex E for the Sample Bid Proposal) placed inside a sealed envelope and 2 other sets of CTC thereof, with each set contained in a separate sealed envelope.

The Eligibility Documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the PL;

Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the PL.

4. Sealing and Marking of Eligibility Documents/ Bid Proposals with PS and PSD

PLs shall enclose their original Eligibility Documents in one sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS FOR BID ITEM ____ [PL to write the specific Bid Item subject of its bid]". Each copy of the original Eligibility Documents shall be similarly sealed and duly marked as "COPY NO. ____ -ELIGIBILITY DOCUMENTS FOR BID ITEM ____ [PL to write the specific Bid Item subject of its bid]" in another envelope. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

Likewise, PLs shall enclose their original Bid Proposal, PS and PSD in one sealed envelope marked "ORIGINAL-BID PROPOSAL FOR BID ITEM ____ [PL to write the specific Bid Item subject of its bid]". Each copy of the original Bid Proposal shall be similarly sealed and duly marked as "COPY NO. ____ –BID PROPOSAL FOR BID ITEM ____ [PL to write the specific Bid Item subject of its bid]" in another envelope. If PL will submit bid for more than one (1) Bid Item, the same procedure shall be observed for each desired Bid Item. These envelopes containing the original and the copies shall also be enclosed in one single envelope.

All envelopes shall:

- a. Contain the name of the Property to be bid in capital letters "**OFFICE SPACE IN SSS MAKATI BUILDING (BID ITEM/S _____)**" [PL to write the specific Bid Item/s subject of its bid]", subject of the bidding;
- b. Bear the name and address of the PL in capital letters;

- c. Be addressed to the LSC as identified in the Invitation to Bid; and
- d. Bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of the Eligibility Documents/Bid Proposal.

If envelopes are not sealed and marked as required, the SSS will assume no responsibility for the misplacement or premature opening of the Eligibility Documents/Bid Proposal.

The Eligibility Documents shall be treated as confidential. Each party will hold any and all confidential information in strict adherence and will not disclose or use any confidential information or any part of it except for the proper performance of the party’s obligations under this TOR.

5. Two-Stage Evaluation

a. Opening and Preliminary Examination of Eligibility Documents

The RA shall consider Eligibility Documents submitted even if there is only one (1) PL. The envelopes containing the Eligibility Documents from PLs shall be opened one-by-one to check the submitted documents against the checklist of Eligibility Documents. The RA shall mark on the envelope containing the Eligibility Documents, the time, date and place of the opening of said envelope.

Eligibility Documents submitted by the PLs shall be evaluated on a pass or fail basis to determine if the PL (or the member-firms) complies with or satisfies all of the requirements. Only those PLs who strictly comply with ALL eligibility requirements shall be declared “ELIGIBLE,” for the opening and evaluation of their Bid Proposals.

On the other hand, failure to submit a requirement, or an incomplete submission, merits a “failed” rating for the particular requirement. If a PL is rated “failed” IN ANY of the eligibility requirements, it shall be considered INELIGIBLE to further participate in the bidding procedure, and the RA shall mark the set of Eligibility Documents of the PL concerned as “ineligible”.

b. Opening and Evaluation of Bid Proposals

The Bid Proposals opened on same day shall be evaluated and ranked based on the bid price and the highest bid price shall be declared the Highest Ranked Bid (HRB).

Only bids that are determined to contain all the bid requirements for both components shall be rated passed and shall immediately be considered for evaluation and comparison.

In case of a tie, the PL who submitted the highest amount of PS shall be chosen. If still a tie, toss coin shall be resorted to. If a tie involves three or more PLs, “draw lots” shall be resorted to decide the HRB.

The PS of losing PLs shall be returned immediately after the bidding without interest. The receipt by losing PL of his/her/its PS shall be deemed a waiver on his/her/its part to contest the result of the bidding. However, should a losing PL contest/protest/ appeal the outcome of the bidding, his/her/its deposit shall be retained until the resolution thereof. Upon resolution of the contest/protest/ appeal, SSS shall return the PS of the losing PLs without interest.

6. Notification to the HRB

The PL declared as HRB shall be notified through e-mail within 3 working days after the Opening and Evaluation of Sealed Bids to submit Tax Clearance within 5 working days from receipt thereof, if he/she/it submitted only proof of filing to qualify for eligibility.

7. Post-Qualification

- a. The RA shall conduct post-qualification for a period of 5 working days from the determination of the HRB or from receipt of the Tax Clearance, if submitted was only proof of filing to qualify for eligibility, to verify the accuracy and authenticity of all the documents and information submitted by PL with the HRB. Any material inconsistencies, errors or misrepresentations in the submitted documents shall be ground for disqualification and forfeiture of the Proposal Security;
- b. If the PL with the HRB passes post-qualification, his/her/its bid shall be declared as the HRCB. The RA shall recommend to the SSC or designated Approving Authority that the lease of the Property be awarded to the said PL as the WL;
- c. If the PL with the HRB fails post-qualification due to misrepresentation, fraudulent acts, falsification, submission of spurious/fake documents or commission of an offense about the bidding process, or non-submission of Tax Clearance, the RA shall notify the PL of the results thereof and forfeit its Proposal Security. The RA shall declare a failure of bidding and conduct a re-bidding.

After 2 failure of biddings the SSC, at its discretion, may accept lease proposal thru direct negotiation with interested Lessee.

8. Award on Lease of Property

- a. Within 5 working days from determining the PL with HRCB, the RA shall recommend to the SSC or to the designated AA, the award on the lease of the property/ies to the HRCB;
- b. The RA shall notify the WL in writing that his/her/its bid has been accepted, through a NOA, within 5 working days from receipt of the approval of the award by the AA, to be received personally by the WL or sent by registered mail or electronically. Receipt of which must be confirmed in writing by the WL within 2 working days and submitted personally by the WL or his/her/its representative or sent by registered mail or electronically to the SSS. R A shall furnish IPD with a copy of the NOA.

The NOA shall be sent together with the COL within 5 calendar days upon receipt of the RA of the approval of the award by the AA, for signature of the WL.

9. Execution of the COL

- a. The NOA shall be sent together with the COL for signature of the WL.
- b. Within six (6) calendar days from receipt of the NOA, the WL shall deliver the duly signed and notarized COL to the SSS together with payment of the 2 months Security Deposit (remaining balance after considering the Proposal Security) and 2 months Advance Rent, post-dated checks (PDCs) for the first year of lease after considering the 2 months advance rent and any documentary requirements as listed in the NOA. Failure to comply with the requirements may render the award nullified and the PS forfeited in favor of SSS.

X. OTHER MATTERS

A. Amendment of this TOR

The information and/or procedures contained in this TOR may be amended or replaced at any time prior to the submission and opening of the Eligibility Documents and Bid Proposal, subject to the approval/confirmation of the SSC without giving prior notice or providing any reason. Should any of the information and/or procedures contained in this TOR be amended or replaced, the RA shall inform and send Bid Bulletin to all PLs. To ensure that all PLs are informed of the amendments, all PLs are requested to inform the RA of their contact persons as well as contact telephone/mobile numbers and e-mail addresses. In addition, receipt of all Bid Bulletins shall be duly acknowledged by each PL prior to submission and opening of Eligibility Documents and Bid Proposal and shall be so indicated therein.

This TOR and all its Annexes have been crafted with a view toward a fair, transparent and competitive process of selection for the lease of the subject Property. Any ambiguities in, or conflicts between this TOR and its Annexes shall be resolved toward fulfilling the intent of this PB procedures, as determined by the SSS.

B. Requests for Written Clarification

All interested PLs can request for clarification and/or make inquiries regarding this document, which shall be in writing and addressed to the RA. All inquiries should be received by the RA on or before the date as specified in **item 8** of the Invitation to Bid (**Annex D**). Bid Bulletin will be posted in the SSS website and will also be sent to PLs who have purchased this TOR. Receipt of all Bid Bulletin shall be acknowledged by each PL prior to the submission and opening of the Eligibility Documents and Bid Proposal and shall be so indicated therein.

No verbal agreement or conversation with, nor any verbal clarification from SSS, Commissioners of the SSC, SSS officers, staff, RA, shall affect or modify any of the terms and conditions contained in this TOR. Only amendments, supplements or clarifications to this TOR that are set down in the Bid Bulletin/s circulated to PLs who have purchased this TOR shall be relied upon as authorized.

C. Correspondence with the RA

All correspondence with the RA shall be addressed for the attention of:

The Acting Head
Asset Management Division
5th Floor, c/o Investment Property Department
SSS Main Building, East Avenue, Diliman, Quezon City

Signed communications may be sent electronically through email address investmentproperty@sss.gov.ph.

D. Forfeiture of Proposal Security (PS)

The PS shall automatically be forfeited in favor of the SSS in the event that a PL withdraws its proposal during its validity, fails to and/or refuses to enter into a COL with the SSS when selected or when there is a failure to furnish the required SD upon certification by the RA. The decision of the SSC shall be final.

E. Confidentiality of Eligibility Documents

The Eligibility Documents shall be treated as confidential. Each party will hold any and all information in strict confidence and will not disclose or use any confidential information or any part of it except for the proper performance of the party's obligations under this TOR.

All documents submitted shall become the property of the SSS after the deadline for submission thereof.

F. Protest on Decisions of the RA

1. Decisions of the RA at any stage of the selection process may be questioned by filing a request for reconsideration within 3 calendar days upon receipt of written notice or upon verbal notification when duly present during the RA's meeting. The RA shall decide on the request for reconsideration within 7 calendar days from receipt thereof. The PL shall not be allowed to submit additional documents to correct any defects in the bid submitted.

If a failed PL signifies its intent to file a request for reconsideration, the RA shall keep the bid envelopes of the said failed PL unopened and/or duly sealed until such time that the request for reconsideration has been resolved. This provision is, however, understood to apply only for matters involving a process wherein the bids have not been opened.

2. In the event that the request for reconsideration is denied, decisions of the RA may be protested in writing to the SSC or its delegated Approving Authority. Provided, however, that a prior request for reconsideration should have been filed by the PL concerned in accordance with the preceding section, and the same has been resolved.
3. The protest must be filed within 7 calendar days from receipt by the PL concerned of the resolution of the RA denying its request for reconsideration. A protest shall be made by filing a verified position paper with the SSC or its delegated Approving Authority, as may be indicated in this TOR, accompanied by the payment of a non-refundable fee in an amount equivalent to at least one percent (1%) of the Minimum Bid Price or such amount as may be indicated in this TOR as recommended by the RA and approved by the SSC or its delegated Approving Authority, in the form of cash or Manager's Check issued by a local universal bank.
4. The verified position paper shall contain the following information:
 - a. The name of PL;
 - b. The office address of the PL;
 - c. The name of project/contract;
 - d. A brief statement of facts;
 - e. The issue to be resolved; and
 - f. Such other matters and information pertinent and relevant to the proper resolution of the protest.

The position paper is verified by an affidavit that the affiant is duly authorized to file the protest and that he/she has read and understood the contents thereof and that the allegations therein are true and correct of his/her personal knowledge or based on

authentic records. An unverified position paper shall be considered unsigned, produces no legal effect, and results to the outright dismissal of the protest.

5. In addition, the PL shall likewise certify under oath that:

- a. PL has not theretofore commenced any action or filed any claim involving the same issues in any court, tribunal or quasi-judicial agency and, to the best of its knowledge, no such other action or claim is pending therein;
- b. If there is such other pending action or claim, PL is including a complete statement of the present status thereof; and
- c. If PL should thereafter learn that the same or similar action or claim has been filed or is pending, it shall report that fact within 5 days therefrom to the SSC or its delegated Approving Authority wherein its protest is filed.

Failure to comply with the foregoing requirements shall not be curable by mere amendment of the verified position paper and shall result to outright dismissal of the protest.

G. Resolution of Protest

The protest shall be resolved strictly on the basis of records of the RA. The SSC or its delegated Approving Authority shall resolve the protest within an extendible period of thirty (30) working days from receipt thereof. The decisions of the SSC or its delegated Approving Authority on the protest shall be final and immediately executory.

H. Non-interruption of the Selection Process

In no case shall any protest taken from any decision stay or delay the selection process. Provided, however, that protest must first be resolved before any award is made.

I. Resort to Regular Courts

Court action may be resorted to only after the protest shall have been completed, i.e., resolved by the SSC or its delegated Approving Authority but in no case shall it involve injunctive reliefs when the concerned leasing project involves development of the SSS IP, unless otherwise allowed by applicable laws relating to infrastructure projects of the government.

J. Dispute Resolution

Every contract shall contain a mandatory provision on dispute resolution and procedure therefor.

All actions and controversies that may arise from the lease involving, but not limited to, demands for specific performance of any obligations of the lessee and including the interpretation of any provisions or clauses therein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion/dispute resolution. Should the dispute remain unresolved by the end of the aforementioned period, it shall be resolved through judicial process or in accordance with the applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.

However, the lease contract should not be extended beyond the contract period notwithstanding the pendency any court/arbitration proceeding.

K. Damages

For any violation of the contract or any rights of the SSS, whether direct or incidental, in addition to actual damages, the lessee shall be liable to pay damages, such as but not limited to, the following:

1. **Liquidated Damages** - Notwithstanding the expiration, termination or cancellation of the lease contract without the written consent of the LESSOR, and/or should the lessee continue occupying the leased property without the prior written consent of the SSS, the lessee shall be liable for and shall pay the SSS by way of liquidated damages for such occupancy and unauthorized use, an amount equivalent to two (2) monthly rentals based on the latest applicable Fair Rental Value corresponding to the period of unauthorized occupation and use or the escalated rate as stipulated in the lease contract, whichever is higher, for each month of such occupancy or use or a fraction thereof, provided further, that the payment by the lessee of such liquidated damages shall neither be considered as payment for the rentals nor shall it be construed to extend or renew the lease contract. In either case, the SSS does not in any manner lose its right to eject the lessee from the leased property and exercise and or all rights/remedies available to it.
2. **Attorney's Fees** - Should the SSS be compelled to seek judicial relief against the lessee, the latter shall, in addition to any relief sought by the former, pay an amount equivalent to twenty five percent (25%) of the amount claimed in the complaint as attorney's fees or Fifty Thousand Pesos (₱50,000.00), whichever is higher, aside from cost of litigation and other expenses which the law, these guidelines or lease contract may entitle the SSS to recover from the lessee.

L. Venue of Legal Action

For any or all cause/s of actions, suits or proceedings arising out of or in connection with the lease contract, the venue for such actions, suit or proceedings shall exclusively be in the courts of Quezon City, to the exclusion of any other venue.

M. Waiver

SSS and/or SSC shall be held free and harmless from any liability, costs and expenses, suit or allegation arising out of the participation by the private/public sector entities in this PB proceedings. The decision of the SSC is final. All PLs shall waive all rights to seek legal action (e.g., Temporary Restraining Order, lawsuits, etc.) to prevent SSS from awarding and executing a COL with the WL. The PLs shall submit a waiver together with the Eligibility Documents to SSS.

N. Observance of Highest Standard of Ethics

1. The SSS as well as the PL/s shall observe the highest standard of ethics from the beginning of the process up to the execution of the COL. In pursuance of this policy, the SSS and the PL/s shall not commit any of the following defined acts:
 - a. **Corrupt Practice** – behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves or others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action

of any such official in connection with this proposed lease or in the contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, and whether or not the public officer profited or will profit thereby; and similar acts as provided in Republic Act No. 3019;

- b. **Fraudulent Practice** – a misrepresentation of facts in order to influence any process herein or to the execution of a COL to the detriment of the SSS, and includes collusive practices among the PL/s (prior to or after the submission of the required documents) as hereinafter defined;
 - c. **Collusive Practices** – a scheme or arrangement between two or more PL/s, with or without the knowledge of the SSS, designed to establish bid prices at artificial, non-competitive levels and to deprive the SSS of the benefits of free and open competition;
 - d. **Coercive Practice** – harming or threatening to harm, directly or indirectly, persons or their properties to influence their participation in this process, or affect the execution of the COL;
 - e. **Obstructive Practice** – includes deliberately destroying, falsifying, altering or concealing of evidence material, or any acts intended to materially impede the exercise of inspection, investigation and audit rights of the SSS in connection with the process of selecting and executing a COL.
2. Except communications which are necessary or incidental to the conduct of the processes of competitive procedure, any communication between the PL/s on one hand, and the members of the SSC, the President and Chief Executive Officer (PCEO), any member of the LSC, the approving authorities, or any of the employees of the Asset Management Division (AMD) on any matter relating to the SSS leasing project is strictly prohibited.
 3. In the event that it is established that the PL selected to be awarded with the COL has engaged in any of the above-mentioned practices, SSS shall not proceed with the execution of the COL.
 4. The SSS shall seek to impose the maximum administrative, civil and/or criminal penalties available under applicable laws on individuals and organizations deemed involved in any of the above-mentioned practices.

O. Conflict of Interests and Disclosure of Relations

1. All bidding documents or unsolicited proposals shall be accompanied by a sworn affidavit of the PL or its duly authorized representative stating that he/she or any officer of its corporation/partnership/institution/JV is not related within the third civil degree of consanguinity or affinity to any member of the SSC, the PCEO, any member of the RA, any of the approving authorities, or any of the employees of the AMD. This condition shall apply to the following persons:
 - a. If the PL is the sole proprietor, to the PL himself/herself;
 - b. If the PL is a partnership, to all its officers and members;
 - c. If the PL is a corporation, to all its officers, directors, and controlling stockholders;
 - d. If the PL is a cooperative, to all its officers, directors, and other elected representatives; and

- e. If the PL is a JV, the immediately preceding items (a), (b), or (c), shall correspondingly apply to each member of the said JV, as may be appropriate.
2. All PLs who fail to submit the above disclosure or found to have conflicting interests with the SSS or any of the other PLs shall be disqualified to participate herein, without prejudice to the imposition of appropriate administrative, civil, and/or criminal sanctions. A PL may be considered to have conflicting interests with another PL when:
 - a. A PL has controlling shareholders in common with another PL;
 - b. A PL receives or has received any direct or indirect subsidy from any other PL;
 - c. A PL has the same legal representative as that of another PL for purposes of this subject lease;
 - d. A PL has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the proposal of another PL or influence the decision of the SSS regarding the selection process.
3. Notwithstanding the foregoing, a PL entity that has, as members of its board of directors, SSC member(s)/SSS officer(s) whose directorship in the PL's entity is for the **sole** reason of him/her being the nominee of the SSS due to the latter's investment interest in the PL's entity, shall be allowed to participate in the leasing projects.

P. SSS Reserved Rights

1. The SSS reserves the right to accept or reject all proposals at any time prior to the execution of the COL without thereby incurring any liability to the affected PLs in the event that it determines the same to be the most beneficial course of action for the SSS;
2. Notwithstanding receipt of the reservation and processing fees, or PS, as the case may be, the SSS may deny any intent to lease, subject to return of the said fees/PS, when the same shall not be advantageous to the interest of the SSS and/or when it determines that accepting the same shall expose it to financial and/or reputational risks;
3. The SSS reserves the right to award the COL to a qualified PL determined to have submitted the most advantageous and most responsive proposal;
4. The SSS reserves the right to inspect and audit records or accounts of a PL during the negotiation process and during the performance of a COL through its duly authorized representatives or independent auditors;
5. The SSS neither assumes any obligation to compensate or indemnify a party for any expense or loss that it may incur as a result of any erroneous interpretations or conclusion by the PLs or of its participation herein, nor guarantees that a COL shall be executed as a result of the selection process. Further, the SSS reserves the right to waive any defect or formality in the responses to the requirements and to the invitation to bid and reserves the right to accept the proposal most advantageous and most responsive to the SSS requirements;
6. The SSS reserves the right to disqualify the PL for a period of time from participating in any of its disposal, leasing or procurement activities, regardless of mode, in the event it violates any of the conditions stated herein including but not limited to, not entering into

the COL with SSS when selected, or failure to perform its obligations under the said COL.

XI. TIMETABLE OF ACTIVITIES

Bidding Activities		Estimated Calendar Days	Timeline
1	Publication of Invitation to Bid	14	Day 1 to Day 14
2	Issuance of Terms of Reference		Day 1 to Day 35
3	Preparation of Eligibility Documents and Bid Proposal	20	Day 15 to Day 34
4	Pre-Bid Conference		Day 19
5	Submission of Request for Clarification by PL/s		Day 20 to Day 21
6	Issuance of Bid Bulletin		Day 22 to Day 24
7	Submission, Opening and Preliminary Examination of Eligibility Documents and Bid Proposal	1	Day 35
8	Evaluation of Bid Proposal	5	Day 36 to Day 40
9	Notification to PL with the HRB	3	Day 41 to Day 43
10	Submission of Tax Clearance, if applicable	5	Day 44 to Day 48
11	Post-Qualification of All Documents and Information submitted by PL with the HRB	5	Day 49 to Day 53
12	Notification to PL-HRCB that passed Post-Qualification to Submit Proposed Improvement Plans/Design/Specifications/ Cost Estimates and Construction Period, if applicable, to be indicated in the COL	3	Day 54 to Day 56
13	Submission by HRCB of Proposed Improvement Plans/ Design/ Specifications/ Cost Estimates and Construction Period, if applicable	10	Day 57 to Day 66
14	Referral of Plans submitted by HRCB to EFMD for Evaluation from Receipt of Documents of the HRCB	2	Day 67 to Day 68
15	Evaluation by EFMD of Proposed Improvement Plans/ Design/ Specifications/ Cost Estimates and Construction Period from Receipt of Request	7	Day 69 to Day 75
16	Notification to HRCB on Conforme of RFCP from Receipt of EFMD's Evaluation	2	Day 76 to Day 77
17	Receipt by IPD of HRCB-Signed Conformity to RFCP	3	Day 78 to Day 80
18	Request to DCD from IPD to finalize COL from receipt of signed Conforme from HRCB	2	Day 81 to Day 82
19	Finalize COL by the DCD as requested by the IPD based on the recommendation of RA on the WL	20	Day 83 to Day 102
20	Preparation of Recommendation for Award	5	Day 103 to Day 107
21	Approval of the Award and the COL by the AA, as recommended by the RA	7	Day 108 to Day 114
22	Issuance of Notice of Award and COL by the RA	5	Day 115 to Day 119
23	Written Confirmation of Receipt of NOA and COL by WL		Day 120 to Day 122
24	Execution of COL, to be administered by the IPD	10	Day 120 to Day 129
		129	

The above is an indicative timetable which may change at the discretion of the RA.

Annex A

CONTRACT OF LEASE

This Contract of Lease (Contract) is made and executed by and between:

SOCIAL SECURITY SYSTEM, a government-owned and -controlled corporation created pursuant to Republic Act No. 11199, with principal office at SSS Building, East Avenue, Quezon City, Metro Manila, represented herein by its _____, _____ and its _____, _____, duly authorized pursuant to _____ dated _____ (Annex "A"), hereinafter referred to as the LESSOR;

- and -

If individual

_____, of legal age, Filipino/ _____ (citizenship), single/married to _____ with address at _____, hereinafter referred to as the LESSEE.

If proprietor

_____, of legal age, Filipino, single/married to _____, and Proprietor of _____, with business address at _____, hereinafter referred to as the LESSEE.

If corporation

_____, a corporation duly created and existing pursuant to the laws of the Republic of the Philippines, with principal office address at _____, represented herein by its (Position of Signatory), (Name of Signatory), duly authorized pursuant to _____ dated _____ (Annex "B"), hereinafter referred to as the LESSEE.

ANTECEDENTS

The LESSOR is the registered owner of a certain parcel of land located on the southeast corners of Ayala Avenue, V. A. Rufino Street, and Dela Rosa Street, within Ayala Center, Barangay San Lorenzo, Makati City, consisting of a thirteen (13)-storey concrete-framed building, known as the SSS Makati Building. It offered for lease an office space therein located at the ___ floor, with a floor area of _____ square meters (___ sq.m.), referred to as the Leased Premises, with the LESSEE having an option to lease available parking slot/s.

Page 1 of 17

The LESSOR has offered for lease thru Public Bidding to the highest bidder the Leased Premises with a minimum bid price, Value Added Tax (VAT)-exclusive, of PESOS: _____ (₱ _____), Philippine currency, per square meter.

The LESSEE has offered to lease the Leased Premises and has represented and warranted himself/herself/itself as a qualified LESSEE under existing laws, rules and regulations.

On the basis of the above-mentioned representation and warranty by the LESSEE and after a public bidding duly conducted for the lease of the Leased Premises on (date of bidding), following the applicable provisions of the Government Accounting and Auditing Manual (GAAM), the Guidelines for the Lease of SSS Investment Properties (Office Order No. 2020-068 dated 03 November 2020/"Lease Guidelines", Annex "B/C"¹) and the Terms of Reference (TOR) for the two (2)-year Lease of _____ (Title of the TOR) ("Annex "C/D"²), the LESSEE was declared as the Winning Lessee.

The LESSOR's Approving Authority/ies, pursuant to the authority given under Administrative Order No. 2022-061-b dated 10 August 2022 (Annex "A") has/have approved the lease to the LESSEE of the Leased Premises, under such terms and conditions mutually beneficial to the parties.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

1. EFFECTIVITY AND TERM

This Contract shall take effect for a term of two (2) years from _____ to _____ on an "as-is, where-is" basis, subject to renewal by agreement of both parties prior to the expiration hereof, and subject to existing laws, rules and regulations on renewal of lease contracts.

2. RENTALS, FEES AND OTHER CHARGES

2.1. The Monthly Rental for the Leased Premises, inclusive of the Twelve Percent (12%) VAT, with escalation rate of 7.42% effective on the second year of lease and payable on the first day of the applicable month without need of notice or demand, shall be as follows:

Lease Period	Rate/sq.m.	Monthly Rent (₱)	12% VAT (₱)	Total Monthly Rent (₱)

¹ Annex "B" if lessee is an individual/sole proprietor, Annex "C" if lessee is a corporation

² Annex "C" if lessee is an individual/sole proprietor, Annex "D" if lessee is a corporation

(Office Space)				
1 st year				
2 nd year				

If the WL will avail of parking slot/s, add the immediately succeeding paragraph and adjust numbering thereafter.

- 2.2. The Monthly Rental for the Parking Slot/s, exclusive of the Twelve Percent (12%) VAT, with escalation rate of 7.42% effective on the second year of lease and payable on the first day of the applicable month without need of notice or demand, shall be as follows:

Lease Period (Office Space)	Monthly Rent /unit (₱)	12% VAT (₱)	Total Monthly Rent (₱)
1 st year	6,162.87	xxx	
2 nd year			

- 2.3. The LESSEE shall pay an Advance Rental Payment (ARP) equivalent to two (2) months' rent of office space, inclusive of 12% VAT, to be applied on the first two (2) months of the lease period. It shall be paid in cash or Manager's/Cashier's check before the issuance of a Permit to Enter (PTE).

But if the WL will avail of parking slot/s, use the following paragraph instead:

The LESSEE shall pay an Advance Rental Payment (ARP) equivalent to two (2) months' rent of office space and parking slot/s, inclusive of 12% VAT, to be applied on the first two (2) months of the lease period. It shall be paid in cash or Manager's/Cashier's check before the issuance of a Permit to Enter (PTE).

- 2.4. The LESSEE shall pay a Security Deposit equivalent to two (2) months' rent, inclusive of 12% VAT and to be adjusted in accordance with the rental escalation rate. It shall be paid in cash or Manager's/Cashier's check before the issuance of a PTE.

But if the WL will avail of parking slot/s, use the following paragraph instead:

The LESSEE shall pay a Security Deposit equivalent to two (2) months' rent of office space and parking slot/s, inclusive of 12% VAT and to be adjusted in

accordance with the rental escalation rate. It shall be paid in cash or Manager's/Cashier's check before the issuance of a PTE.

- 2.5. Monthly Utility Charges during the entire term of this Contract shall be for the sole account of the LESSEE, subject to 7.42% escalation rate effective on the second year, as follows:

Particulars	Rate/ sq. meter (₱)		Monthly Charge for the 1 st Year	Monthly Charge for the 2 nd Year
	1 st year	2 nd Year		
Centralized Aircon	258.74			
Water	53.98			
Garbage and Association Dues	13.09			
Total Monthly Charges				

- 2.6. The LESSOR shall issue corresponding receipts for the payments made by the LESSEE and remit the VAT collected to the Bureau of Internal Revenue (BIR).

- 2.7. Once the signed and notarized Contract is submitted to the LESSOR, the LESSEE shall simultaneously submit Post-Dated Checks (PDCs), dated every 1st day of the applicable month, for the remaining months of the first year of the lease term to cover rental for the lease period not covered by the ARP. Thereafter, the LESSEE shall, without need of a demand, issue twelve (12) PDCs dated every 1st day of the applicable month every year, or the corresponding number of remaining months of the lease term, to be submitted at least sixty (60) calendar days before the anniversary of the commencement date of the lease.

3. RENEWAL

- 3.1. The LESSOR's Investment Properties Department (IPD) shall, not later than six (6) months prior to the expiration of this Contract, notify the LESSEE in writing, thru a Notice for Renewal containing the terms and conditions for renewal which are subject to the approval of the approving authority, for the LESSEE to signify its intention to participate or not in the conduct of Modified Competitive Challenge (MCC) procedure for the renewal of the lease.

- 3.2. Within fifteen (15) calendar days from receipt of the Notice for Renewal from IPD, the LESSEE shall submit a written notice of its intent to participate in the MCC procedure and conform to the terms and conditions indicated therein, otherwise, the LESSEE shall be presumed to be no longer interested to renew

its lease on the Leased Premises and must immediately vacate the premises upon expiration of this Contract. The competitive mode for the lease of Leased Premises will shift from MCC to public bidding/competitive challenge. But, notwithstanding the non-submission of intent to participate in the MCC, the LESSEE may still participate in the public bidding/competitive challenge.

- 3.3. For MCC Mode, the LESSOR may accept/approve a renewal of lease proposal from the LESSEE for a period longer or shorter than the lease period initially approved/granted in this contract but the period of the contract of lease should not be shorter than one (1) year.
- 3.4. Should the LESSEE lose the renewal of lease in the MCC procedure but continue to occupy the premises, without the written consent of the LESSOR, despite the expiration of the lease and the receipt of the notice to vacate, LESSEE shall be obliged to pay the LESSOR liquidated damages as provided in this Contract without prejudice to the exercise of other rights/remedies available to the LESSOR as prescribed in the Lease Guidelines or applicable laws, rules, and issuances.

4. RENT-FREE CONSTRUCTION PERIOD

- 4.1. A one (1) month Rent-Free Construction Period (RFCP) is given to the LESSEE to develop and/or rehabilitate the office space provided that the LESSEE shall submit plans/specifications/design and cost estimates to the LESSOR's Engineering and Facilities Management Department (EFMD), through the IPD, for evaluation. The LESSEE shall be responsible in securing the required permits, if any.
- 4.2. The RFCP shall commence upon signing of the Contract and shall form part of the lease term. After expiration of the RFCP, regular rent shall be imposed.
- 4.3. As-built plan, if applicable, shall be submitted after completion of the approved renovation plan.

5. SUBLEASE

- 5.1. The LESSEE may sublease the Leased Property with prior written consent of the LESSOR and the LESSEE shall ensure that the terms and conditions of its agreements with the Sublessee conform to the terms and conditions of this Contract. In case of conflict, the provisions of this Contract shall prevail.
- 5.2. A copy of the Sublease Contract shall be submitted to the LESSOR within ten (10) calendar days from the execution thereof to ensure compliance with the Lease Guidelines.

- 5.3. The LESSOR has the right to step-in to the rights of the LESSEE over any sublease and this right/authority should be clearly reflected in the Sublease Contract to properly notify the Sublessee.
- 5.4. The LESSEE shall be primarily and solidarily responsible for any act and/or omission of the Sublessee/s that is violative of this Contract and/ or for any damage such Sublessee/s may cause.
- 5.5. Upon the expiration or termination of this Contract, all sublease shall automatically be terminated and shall be of no force and effect.

6. STEP-IN RIGHTS OF LESSOR ON SUBLEASE CONTRACTS

The LESSOR shall have step-in rights to the rights of the LESSEE over any sublease which may be due to circumstances such as, but not limited to:

- 6.1. Default in rental payment and other money obligations - In all instances, the LESSOR shall send a collection letter immediately after the LESSEE failed to settle on due date, within the context of the Lease Guidelines, with an advice to settle the unpaid amounts within five (5) days from receipt thereof otherwise the LESSOR will exercise its right to step-in to the rights of the LESSEE/Sublessor.
- 6.2. Violation/breach of other terms and conditions of this Contract – LESSEE violates any of the terms and conditions in this Contract, including abandonment of the Leased Premises and such violation persists or not remedied within the prescribed period in the Lease Guidelines and despite the issuance of a written notice.

The Leased Premises is considered to be abandoned, deserted or vacated if for a period of thirty (30) or more consecutive calendar days within the lease period, or any extension or renewal thereof, the LESSEE has ceased operation in the Leased Premises and the rental for such period is unpaid and the LESSEE fails to respond within fifteen (15) days from receipt of the LESSOR's written notice.

- 6.3. Extrajudicial termination due to inability of the LESSEE to pay - LESSEE extrajudicially terminates the lease due to its inability to pay rent caused by force majeure (e.g. any war, acts of God or any other cause beyond the LESSEE's control and without any contributing fault on the part of the LESSEE), extraordinary inflation, health/ economic crisis and bankruptcy. The LESSOR shall exercise its step-in rights at the close of business hours on the specified date of termination by the LESSEE.

- 6.4. Extrajudicial termination by the LESSOR due to an act or negligence that puts the SSS, as it determines, in a financial and/or reputational risk. The LESSOR shall exercise its step-in rights at the close of business hours on its specified date of termination.

7. DELIVERY AND RETURN OF LEASED PREMISES

- 7.1. The LESSEE hereby expressly acknowledges that the Leased Premises are in good and tenantable condition and agree to keep the same in such condition.
- 7.2. Upon the expiration of the Lease Period, the LESSEE shall immediately and peacefully return to the LESSOR the possession of the Leased Premises. Otherwise, the LESSEE shall be responsible to the LESSOR for any and all damages which the LESSOR may suffer by reason thereof and indemnify the LESSOR against any and all claims made by the succeeding tenant against the LESSOR resulting from the delay by the LESSEE in delivering possession of the Leased Premises to such succeeding tenant.

8. OPERATIONAL REQUIREMENTS (TAXES, LICENSES, PERMITS)

- 8.1. The LESSEE hereby agrees to pay all charges, taxes, assessments and impositions which may, at any time during the Lease Period, be imposed or charged by any governmental authority in respect of the operation of LESSEE's activities on the Leased Premises.
- 8.2. The LESSEE shall obtain, in LESSEE's own name, all licenses and permits required for LESSEE's use and activities.
- 8.3. As required under Executive Order (EO) No. 398, s. 2005, the LESSEE shall submit income and business tax returns duly stamped and received by the BIR, before entering, and during the duration, of this Contract. The LESSEE, through its responsible officer³, shall also certify under oath that LESSEE is free and clear of all tax liabilities to the government. The LESSEE shall pay taxes in full and on time and that failure to do so will entitle LESSOR to suspend or terminate the Contract.
- 8.4. In case of a corporate LESSEE, it shall submit to the LESSOR its Audited Financial Statements annually.

³ Only applicable if the LESSEE is a corporation. If the lessee is an individual or sole proprietor, the phrase "through its responsible officer" should be deleted.

9. USE AND CARE OF THE LEASED PREMISES

The LESSEE hereby expressly agrees and warrants that the Leased Premises shall be used exclusively for office/office and parking purposes. Furthermore:

- 9.1. During the Lease Period, the LESSEE shall have possession of, and the right to use, the Leased Premises in accordance with the terms and conditions set forth herein and in strict conformity with all laws, ordinances and regulations prescribed by governmental authorities, and such reasonable rules and regulations as may be prescribed by the LESSOR.
- 9.2. The LESSEE hereby expressly acknowledges that the Leased Premises are in good and tenantable condition and agrees to keep the same in clean, presentable and sanitary condition in order to maintain the high quality standards of the Property.
- 9.3. The LESSOR shall not use the Leased Premises for dwelling or residential purposes; neither shall the LESSEE install or maintain therein any laundry facilities or clothes-line; neither shall the LESSEE keep, or allow to be kept, pets in the Leased Premises; neither shall the LESSEE maintain, for any purpose, a kitchen on the Leased Premises.
- 9.4. The LESSEE shall not use in the Leased Premises, for the purpose of heating water for beverages, any electrical or gas burner or any appliance of similar nature or kind, except one of a type and design approved by the LESSOR in writing.
- 9.5. The LESSEE shall not allow the preparation or consumption of food on the Leased Premises other than the preparation and consumption of meals or refreshments for its employees or guests; provided, that such meals or refreshments shall not be consumed within any common area of the Property or within sight of the public. The LESSEE shall ensure that all wet garbage and refuse are properly disposed of in suitable containers.
- 9.6. The LESSEE shall provide for itself, and at its own expense, receptacles which the national and/or local laws and ordinances may prescribe to hold and contain waste matter, garbage and refuse, and shall deposit them at such places within the Property as may be designated by the LESSOR.
- 9.7. The LESSOR shall not be liable for the presence in the Leased Premises of bugs, vermins, rats, ants, termites, insects and other pests of any kind or nature whatsoever. While the LESSOR undertakes to provide normal pest control services to protect the Property, the LESSEE is required to avail of dedicated pest control services.

9.8. During the lease period, the LESSEE shall obtain at its own expense an all-risk insurance coverage for the Leased Premises, including any additional improvement therein, assigned in favor of the LESSOR and issued by the Government Service Insurance System (GSIS) or any Top 10 insurance company accredited by the Insurance Commission and submit to SSS a copy of the insurance policy/ies. The all-risk insurance shall answer for any damage to property and/or injury or death as a result of or incidental to the LESSEE's operation of the Leased Premises, or fire, earthquake, flooding/inundation or any calamity, or force majeure, without prejudice to LESSOR's right to file a case against the LESSEE for any additional claim not covered by the insurance.

In this connection, the LESSEE shall not bring into the Leased Premises any inflammable or explosive goods or materials, or any article which may expose the Leased Premises to fire or thereby increase the fire hazard or the rates of insurance thereon, or any article which the LESSOR may prohibit; neither shall the LESSEE carry on or permit to be carried on the Leased Premises any trade or occupation which may expose the same to fire or thereby increase the fire hazard or render any increase of extra premium payable for the insurance thereof against fire, earthquake and the like, or which may make void or voidable the whole or part of any policy for such insurance.

9.9. The LESSOR reserves the right to prescribe or limit the weight or any machinery, safe, equipment, or other articles which the LESSEE may place in the Leased Premises.

9.10. The LESSEE shall not take delivery of furniture and equipment without prior consent from the LESSOR, which consent would not be unreasonably withheld.

9.11. The LESSEE shall not take out of the Leased Premises any office furniture, machine, or any type of office equipment and accessories of any kind, without first securing the written consent of the LESSOR, which consent would not be unreasonably withheld.

9.12. The LESSEE shall not use the corridors and patios of the Property except as a passageway of aisles for lawful ingress and egress into and from the Leased Premises; neither shall the LESSEE make or cause to be made any opening in the Leased Premises, or as a chute, window, skylight, air-conditioning or fan emplacement, or for similar purposes.

9.13. The LESSEE shall not put any advertising sign or notice in, upon, or outside the Leased Premises without the prior written approval and consent of the

LESSOR, except for a sign indicating the name of the office or business occupying the Leased Premises, and then only of a size, color and style and in such place(s) as the LESSOR may determine.

- 9.14. The LESSEE shall take all precautions necessary to protect the interior of the Leased Premises against damage by storm, typhoon or like threats.
- 9.15. The LESSEE shall ascertain that all electronic switches and outlets are in the off position after office hours, except those switches which operate their communication facilities such as telex machines, facsimile machines, and computers.
- 9.16. The LESSEE shall see to it that the Leased Premises are free from annoying sounds, disturbing noises, obnoxious odors and other nuisances, and that the Leased Premises are used in a manner that will not disturb the peace and tranquility of the other tenants of the Property.
- 9.17. Should the LESSEE fail to maintain the Leased Premises as required hereunder, then, within a reasonable time after due notice to the LESSEE, the LESSOR may enter the Leased Premises in order to restore its condition and/or appearance, and thereafter charge against the LESSEE's deposit as provided under paragraph 9.3 hereof, all costs and expenses incurred by the LESSOR in connection with such restoration.

10. LIABILITY

- 10.1. The LESSEE agrees to indemnify the LESSOR for any damage to, or destruction of any portion of the Leased Premises by reason of its use.
- 10.2. The LESSEE agrees to defend, indemnify and exempt the LESSOR 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 use of the Leased Premises.
- 10.3. The LESSEE hereby agrees to indemnify the LESSOR, and exempt the latter from, and against, any action or liability with respect to any damages sustained by, or any charges imposed on the LESSOR, as a consequence of any violation by the LESSEE of any law or ordinance in relation to the activities that the LESSEE conducts in the Leased Premises.
- 10.4. The LESSEE agrees to exempt the LESSOR from and against any and all actions, suits, proceedings or claims, including Attorney's Fees or other expenses incurred in connection therewith, resulting directly or indirectly from or arising out of or in connection with any damage to the property or injury to, or death of any person due to the negligence or fault of the LESSEE, its

Page 10 of 17

employees, clients or agents, or due to the use, misuse of or neglect to the Leased Premises by the LESSEE, its employees, clients or agents.

10.5. The LESSEE shall assume liability for any loss, theft or destruction of, and damage or injury to, goods, wares, merchandise or property of any kind caused by the LESSEE's employees, guests or third parties, and for any injury to or death of any person, including the employees, clients or agents of the LESSEE, which may occur due to any cause resulting directly or indirectly from the fault or negligence of the LESSEE, its employees, clients or agents, or due to any use, misuse or neglect of the Leased Premises.

10.6. The LESSOR assumes no liability to the LESSEE for any damage to third parties or to the LESSEE's merchandise, equipment, fixtures and other property, or for injury to or death of persons, including LESSEE's employees, clients or agents, or for any damage caused by any owner or occupant of properties adjoining or contiguous to the Leased Premises.

11. TAKE-OVER OF THE LEASED PREMISES

11.1. Upon the termination, default, violation of any of the terms and conditions of the Contract, the LESSOR is deemed automatically and fully authorized to, and shall immediately, take possession of the Leased Premises without need of any judicial process, and for the payment by the LESSEE of liquidated damages, amount of indemnification and other charges as may be indicated herein. In this connection, the LESSOR has full power and authority to take possession of the Leased Premises and to do or perform such acts as may be necessary to take possession, including but not limited to entering into the Leased Premises, actions enumerated in items VII (W) of the Lease Guidelines and such other steps designed to enable the LESSOR to effectively repossess the Leased Premises. The LESSEE waives the right to file any action, civil, administrative or criminal, including application for temporary restraining order or preliminary injunction or any action to prevent the LESSOR from taking possession of the Leased Premises.

11.2. In case of abandonment by the LESSEE, the LESSOR may, at the LESSEE's expense, transfer and store the LESSEE's properties found in the Leased Premises in any warehouse or secured place and sell such properties at a public or private sale to compensate any liability of the LESSEE to the LESSOR.

12. DISPUTE RESOLUTION, DAMAGES AND VENUE

12.1. All actions and controversies that may arise from the lease involving, but not limited to demands for specific performance of any obligation of the LESSEE, including the interpretation of any provision or clause herein, shall, in the first

instance, be settled within thirty (30) calendar days from receipt of notice in writing through amicable means, such as, but not limited to mutual discussion/dispute resolution. Should the dispute remain unresolved by the end of the aforementioned period, it shall be resolved through the judicial process or in accordance with the applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.

The lease contract shall not be extended beyond the contract period notwithstanding the pendency of any court/arbitration proceeding.

12.2. Should the SSS be compelled to seek judicial relief against the LESSEE, the latter shall in addition to any relief sought by the former, pay an amount equivalent to twenty-five percent (25%) of the amount claimed in the complaint as Attorney's Fees or PESOS: FIFTY THOUSAND AND 0/100 (P50,000), Philippine currency, whichever is higher, aside from costs of litigation and other expenses which the law, the Lease Guidelines or this Contract may entitle the LESSOR to recover from the LESSEE.

12.3. For any or all cause/s of action/s, suits or proceedings arising out of or in connection with this Contract and its implementation, its venue shall exclusively be in the courts of Quezon City, to the exclusion of any other venue.

However, in case of an action for ejectment, it shall be filed in the proper court of Makati City, where the Leased Premises is located.

13. MISCELLANEOUS PROVISIONS

13.1. ADOPTION BY REFERENCE - The provisions found in the TOR are deemed incorporated herein unless the same are contrary to the provisions of the Lease Guidelines, in which case, the latter issuance shall prevail. Accordingly, the provisions in the Lease Guidelines are deemed incorporated and adopted herein and its pertinent provisions shall govern the following matters:

13.1.1. Modes of Selection (Section VI)

13.1.2. Terms and Conditions (Section VII)

13.1.2.1. Duration of Lease (item E)

13.1.2.2. Effectivity of Lease (item F)

13.1.2.3. Determination of Rental Rate for GRP (item I)

13.1.2.4. Security Deposit (item L)

13.1.2.5. Advance Rental Payment (item M)

13.1.2.6. Maximum Construction Period (item O)

13.1.2.7. Project Variation (item R)

13.1.2.8. Insurance (item S)

13.1.2.9. Performance Security (item T)

13.1.2.10. Rental Payments (item V)

13.1.2.11. Delay/Non-payment of Rentals and Other Dues and Default (item W)

Page 12 of 17

- 13.1.2.12. Priority of Application of Payments (item X)
- 13.1.2.13. Taxes, Fees and Other Charges (item Y)
- 13.1.2.14. Extra-Judicial Termination of Lease (Item Z)
- 13.1.2.15. Notice of Renewal of Lease thru Modified Competitive Challenge (MCC)
- 13.1.2.16. Improvements on the Property (item BB)
- 13.1.2.17. Prohibitions on the Use of the Property and Inspection (item CC)
- 13.1.2.18. Repairs and Maintenance (item DD)
- 13.1.2.19. Sublease (item EE)
- 13.1.2.20. Assignment, Transfer, or Conveyance of LESSEE's Rights (item FF)
- 13.1.2.21. Step-in Rights (item GG)
- 13.1.2.22. Damages (item JJ)

13.2. **RELATIONSHIP** - It is understood that the only relationship between the LESSOR and the LESSEE hereunder is that of Landlord and Tenant. No other relationship of any kind between said parties is created or intended to be created hereby, unless otherwise expressly provided for in this Contract.

It is further understood that the LESSOR has no employer-employee relationship over the employees and agents of the LESSEE as may be assigned or deployed by the LESSEE in the Leased Premises during the term of this Contract.

13.3. **NOTICES** - Unless otherwise requested in writing, any notice or correspondence to the LESSEE to be given in connection with this Contract shall be personally delivered or mailed to LESSEE's above-indicated address or Lessee's official email address at _____ and any notice or correspondence to be given the LESSOR shall be sent to LESSOR's above indicated principal office or at its official email address at investmentproperty@sss.gov.ph. Notices shall be deemed received once sent or successfully transmitted to any of the said addresses.

13.4. **NON-WAIVER** - Failure or delay by the LESSOR to enforce or demand strict performance by the LESSEE of any stipulation or condition of this Contract shall not affect the validity hereof, nor shall such be construed as abandonment, withdrawal, waiver or cancellation of such stipulation or condition or right or option, or of the right of the LESSOR to subsequently enforce or demand performance of such provisions. No waiver by the LESSOR shall be deemed to have been made unless expressed in writing and signed by the LESSOR.

13.5. **CUMULATIVE REMEDIES** - All rights and remedies conferred upon or reserved to the LESSOR under this Contract shall be deemed cumulative and not alternative. All other rights or remedies which may now or hereafter be

given to the LESSOR by law or equity may be enforced concurrently, as may be deemed necessary.

- 13.6. **TRANSFER OF OWNERSHIP** - In the event ownership of the Leased Premises or any portion thereof is transferred or sold, all the terms and conditions of this Contract shall remain valid and subsisting and shall be binding on the transferee, without prejudice to the rights of the transferee and the LESSEE to modify, alter, amend or add any term or condition they may mutually agree upon. The LESSOR shall give prior written notice to the LESSEE of any sale or transfer of ownership of the Leased Premises or any portion thereof.
- 13.7. **INTERPRETATION** - This Contract shall be deemed to be made under, and shall be governed by, the laws of the Republic of the Philippines in all respects, including matters of construction, validity and performance.
- 13.8. **MODIFICATION AND AMENDMENT** – No modification, amendment or waiver of any provision of this Contract, shall be effective unless the same be in writing and duly signed by the parties.
- 13.9. **COMPLETE AGREEMENT** - This is the only contract between the parties relating to the lease. It supersedes all previous agreements and undertakings, oral or written.
- 13.10. **BINDING EFFECT** - All the terms and conditions of this Contract shall be binding upon the heirs, successors and assigns of the parties hereto.
- 13.11. **OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC) APPROVAL** – This Contract may be subject to the review and approval of the OGCC. It is hereby agreed by the parties that any of its ensuing recommendations, comments and suggestions or directives shall form part of this Contract.
- 13.12. **COUNTERPARTS** - This Contract may be executed in any number of counterparts and by the parties hereto in separate counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.
- 13.13. **RATIFICATION** - The LESSOR and the LESSEE shall be responsible for the ratification of their respective execution of this Contract before a Notary Public.
- 13.14. **SEPARABILITY** - Should any of the terms and conditions or any part or clause of the Contract be declared void or unenforceable by competent authority, the same shall not invalidate the other terms and conditions, parts or clause of this Contract which shall continue to be in full force and effect

IN WITNESS WHEREOF, the parties have hereunto set their hands below, on the date and place indicated in their respective Acknowledgements.

SOCIAL SECURITY SYSTEM
LESSOR

By:

LESSEE

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

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

BEFORE ME, this _____ at Quezon City, Philippines, personally appeared:

Name	Competent Evidence of Identity	Date and Place of Issue

known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the SSS which they represent in this instance.

This instrument refers to a Contract of Lease, consisting of ____ () pages, including this page on which the Acknowledgement is written, but excluding annexes, signed by the parties and their two witnesses on each and every page hereof.

WITNESS MY HAND AND OFFICIAL SEAL, on the date and at the place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20 _____.

SIGNED IN THE PRESENCE OF:

SECOND ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, this _____ at _____, Philippines,
personally appeared:

Name	Competent Evidence of Identity	Date and Place of Issue

known to me to be the same person/s who executed the foregoing instrument and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed. *(For corporation to include phrase - as well as the free and voluntary act and deed of the entity he/she/they represent/s in this instance).*

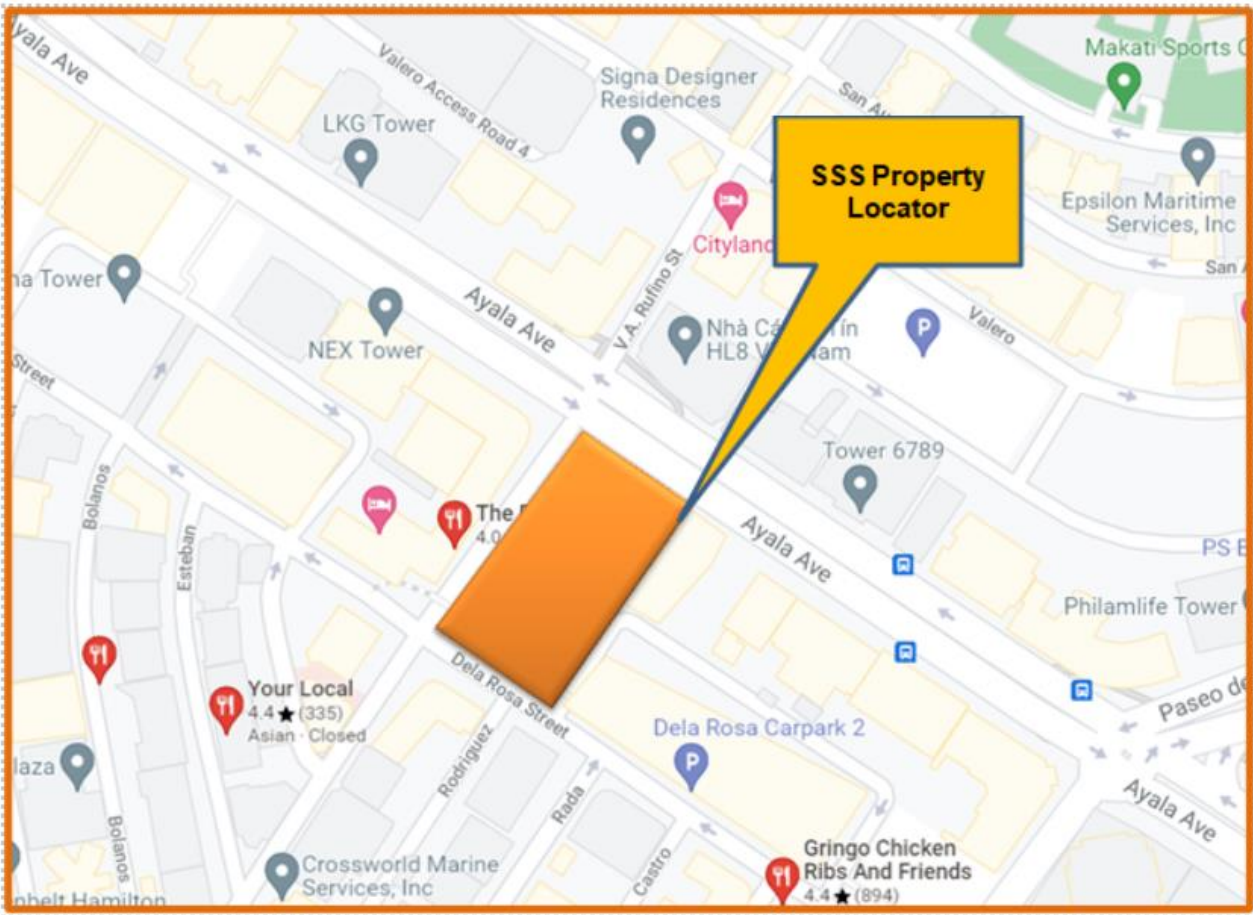
This instrument refers to a Contract of Lease, consisting of ____ (__) pages, including this page on which the Acknowledgement is written, but excluding annexes, signed by the parties and their two witnesses on each and every page hereof.

WITNESS MY HAND AND OFFICIAL SEAL, on the date and at the place first above written.

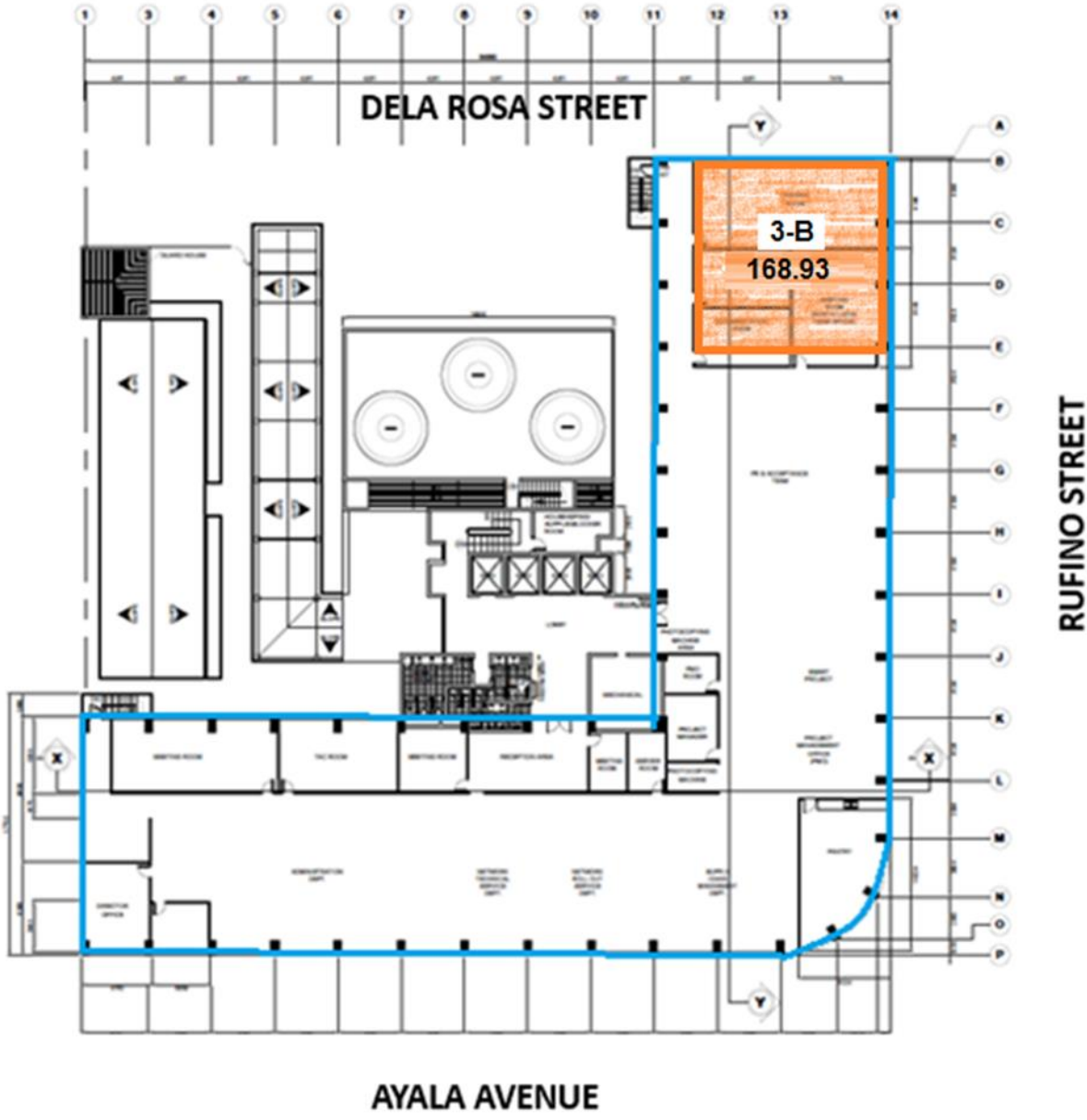
Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.

Annex B

SSS MAKATI BUILDING PROPERTY VICINITY MAP

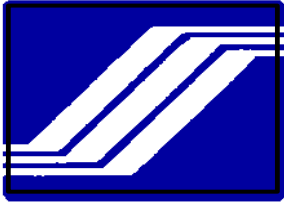


Annex C



THIRD FLOOR PLAN

Annex D



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
Tel. Nos. (02) 8709-7198 loc 5182/5318
E-mail: investmentproperty@sss.gov.ph
Website <https://www.sss.gov.ph>

Date: _____

Invitation to Bid

FOR THE TWO (2)-YEAR LEASE OF AN OFFICE SPACE IN SSS MAKATI BUILDING, MAKATI CITY THROUGH PUBLIC BIDDING MODE

1. The Social Security System (SSS), through the Recommending Authorities (RA), is inviting interested Public and Private Sector Proponents (PSPs)/Prospective Lessees (PLs) to submit competitive proposals pertaining to the proposed lease of 1 vacant office space at the Third Floor of the SSS Makati Building located along Ayala Avenue corner Rufino Street, Barangay San Lorenzo, Makati City through public bidding procedure, viz:

Bid Item	Floor	Floor Area (sqm)	Minimum Bid Price VAT Exclusive (Php per sq.m. per month)
3.-B	Third	168.93	1,052.94

2. Interested PLs must submit their Lease Proposals at the Executive Lounge, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on **10 March 2023, 2:00 p.m.**

The Lease proposal shall contain the Eligibility Documents and Bid Proposal together with the Proposal Security and Proposal Securing Declaration. The Proposal Security shall be in the minimum amount equivalent to the proposed first month rent, inclusive of VAT, on the initial year lease period, in the form of cash, cashier's/manager's check or bank draft, guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank payable in favor of SSS.

3. Bid opening shall be on same date and venue immediately after the deadline of submission as stated above. Late bids shall not be accepted. Only one company representative is allowed to attend the manual opening of Bids. Other company representative may witness the opening of Bids through Microsoft Teams.

4. The PLs shall be evaluated on a pass or fail basis to determine if the PL (or the member-firms) complies with or satisfies all of the requirements. Only those PLs who strictly comply and pass with ALL the eligibility requirements shall be declared “ELIGIBLE,” for the opening and evaluation of their Bid Proposals.

Bids received below this minimum bid amount as stated in the Terms of Reference (TOR) shall be rejected at the Opening of the Bids.

5. PLs may obtain the TOR at the address given below starting **17 February 2023** up to the scheduled submission and opening of eligibility documents/bid proposal upon payment of a non-refundable fee of Philippine Pesos: **THREE THOUSAND (Php3,000.00)**. The TOR shall be received personally by the PL or his authorized representative.

It may also be downloaded from the Assets for Lease Section, PROCUREMENT tab of the SSS website at www.sss.gov.ph. PL shall pay the applicable fee for the TOR not later than the submission of its bid.

The mode of payment will be on a cash basis payable at the SSS Cash Management Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6.

6. If no PL procures this TOR and/or submit Lease Proposal, the public bidding process is deemed terminated and declared a failure.
7. For this purpose, a Pre-Bid Conference will be conducted at the Executive Lounge, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on **28 February 2023, 2:00 p.m.**, which shall also be opened through online conference using Microsoft Teams, but attendance shall not be mandatory. Kindly e-mail us on or before **27 February 2023**, through e-mail address indicated below, the following:
 - a. Name of the representative and e-mail address; and
 - b. Technical and administrative queries

8. All interested PLs can request for further clarification and/or make inquiries regarding the TOR, which shall be in writing and addressed to the Acting Head, Asset Management Division. All inquiries should be received on or before **02 March 2023, 5:00 p.m.** through the given physical address or through e-mail as specified below.

Bid Bulletin will be posted in the SSS website and will also be sent to all PLs who have purchased this TOR no later than the close of business on **06 March 2023** through e-mail. Receipt of all Bid Bulletin shall be acknowledged by each PL prior to the submission and opening of the Eligibility Documents and Bid Proposal and shall be so indicated therein.

9. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, or in case the above dates were declared non-working day or suspended by authorities for whatever reason, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
10. The RA reserves the right to reject any and all application for qualification and eligibility found not in conformity with the relevant rules and policies set by SSS.

For further information, please refer to:

The Acting Head

Asset Management Division

5th Floor, c/o Investment Property Department,
SSS Main Building, East Avenue, Diliman, Quezon City
Tel # (02) 8709-7198 local 5182/5318
Email add: investmentproperty@sss.gov.ph

(Sgd.) **ATTY. MARIANO PABLO S. TOLENTINO**
Acting Head, Asset Management Division

Annex E

SAMPLE BID PROPOSAL

Date

The Acting Head

Asset Management Division

5th Floor, c/o Investment Property Department,
SSS Building, East Avenue,
Diliman, Quezon City

SIR/ MADAM:

We refer to the invitation of the Social Security System to Prospective Lessees to apply for eligibility and submit competitive lease proposal for the **TWO (2)-YEAR LEASE OF AN OFFICE SPACE AT THE THIRD FLOOR OF SSS MAKATI BUILDING** located along Ayala Avenue corner Rufino Street, Barangay San Lorenzo, Makati City.

Relative thereto, our company (state name of the Corporation/Lead Member Corporation), hereby, formally submits this lease proposal:

Bid Item and Area : _____

Bid Price/ Rental Rate : _____
(Php per sq.m. for the first year of the lease term, Amount in words and figures, VAT Exclusive)

The undersigned is duly authorized by the Company to make this proposal for and on its behalf.

Submitted by:

(signature)

Name of Authorized Representative

Position

Annex F

CHECKLIST OF DOCUMENTS

Documents
Eligibility Documents to be contained in the First Envelope
For Company/Business or Individual
1. Duly notarized Eligibility Statement (Annex G)
2. Waiver of right to seek legal remedies (Sample - Annex H);
3. Sworn affidavit of the PL or its duly authorized representative stating that he/she or any officer of its corporation/ partnership/ institution/JV or consortium members, is not related within the third civil degree of consanguinity or affinity to any members of the SSC, the PCEO, any of the approving authorities, or any of the employees of the Asset Management Division (AMD) (Sample - Annex I).
4. Application to Lease Investment Property (ALIP) (Annex J);
5. Bank Statement with cash balance as stated in this TOR or a committed Line of Credit from a reputable Commercial/Universal Bank with amount as stated in this TOR;
6. Proof of Checking Account under the PL's name for issuance of post-dated checks;
7. Certification under oath by the PL or its authorized representative that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statements and information provided therein are true and correct (see Annex G, Item 8);
8. A letter or Certification under oath by the PL or its authorized representative authorizing SSS or its duly authorized representative/s to verify all of the documents submitted and authorizing SSS to check or review, at any time during the evaluation process, other relevant information affecting the PL or the Lease Proposal and should such review uncover any misrepresentations made in the Eligibility Documents or the Bid Proposal, or any change in the situation of the PL (including all the members of the JV or consortium), which affects the substance of its Lease Proposal, SSS may disqualify the PL from the bidding procedures and forfeit the PS, if posted (see Annex G, Item 9);
9. Any government-issued identification card (SSS, GSIS, UMID, Passport, Driver's License).
For Company/Business
10. Registration Certificate from Securities and Exchange Commission (SEC) for corporations and partnerships, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or a license to do business in the Philippines, if foreign entity;
11. Articles of Incorporation/ Partnership and By-Laws of the Prospective Lessee (PL) as amended by the latest amendments, or revisions if any;
12. Mayor's or Business permit issued by the city or municipality where the principal place of business of the PL is located;
13. A Board Resolution duly certified by the PL's Corporate Secretary, if applicable, expressly authorizing the corporation's participation in the bidding process, nominating, appointing and authorizing a representative to communicate, represent, sign and execute contracts and other

documents relative thereto;
14. The PL's Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the Calendar/Fiscal Year 2021;
15. Income tax return corresponding to the submitted Audited Financial Statements and Business tax returns (e.g. Value Added Tax returns and/or percentage tax returns) for the last six (6) months and an updated tax clearance issued by the BIR;
16. If a JV or consortium, the PL (including all its JV/consortium members) shall submit to SSS a copy of the duly notarized JV Agreement/Memorandum of Agreement/Understanding which: (i) briefly describes the JV/consortium, the individual members of the JV/consortium and the extent of the participation of each member; (ii) identifies the lead member of the JV/consortium who is authorized by all the members to represent and sign any and all documents related to this process, receive notices/instructions and to make payments for and on behalf of the JV/consortium; and (iii) provides that the members shall be jointly and severally liable for the obligations of the PL under the award/COL;
SSS requires that each and every JV or consortium member shall submit all of the above Eligibility Documents, or, in the case of a foreign entity, its appropriate equivalent document, if any, issued by the foreign entity's country. All equivalent foreign documents must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the documents if they are in other foreign languages. All PLs, including all members of the JV or consortium, shall be subject to the eligibility requirements.
If an Individual bidder (NON-BUSINESS), in addition to the above-mentioned: <ol style="list-style-type: none"> 1. Certificate of Employment and Compensation (CEC) or Certification Under Oath of Source of Income; 2. Latest Income Tax Return (ITR), if applicable;
If a Government Entity <ol style="list-style-type: none"> 1. Application to Lease Investment Property (ALIP); 2. Board Resolution authorizing the lease transaction as well as the authorized signatory to enter/sign/execute the Contract of Lease (COL); 3. Copy of the applicable law creating the government entity; 4. Proof of Fund Availability.
Bid Proposal to be contained in the Second Envelope
1. Bid Proposal (Sample - Annex E)
2. Proposal Security (in Cash or Manager's Check)
3. Proposal Securing Declaration (Sample - Annex K)

Annex G

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

ELIGIBILITY STATEMENT

I, _____, of legal age, (nationality), with address at _____, under oath, hereby depose and say THAT:

1. The (name of Company/Prospective Lessee) with office address at (address of Prospective Lessee) is interested to participate in the public bidding proceedings for the **TWO (2)-YEAR LEASE OF AN OFFICE SPACE AT THE THIRD FLOOR OF SSS MAKATI BUILDING** located along Ayala Avenue corner Rufino Street, Barangay San Lorenzo, Makati City;
2. I am the (designation) of the (Prospective Lessee), duly authorized to make this Statement for and on its behalf;
3. The (Prospective Lessee) has no pending or unpaid tax liabilities in the Philippines;
4. The (Prospective Lessee) has not been disqualified or is not “blacklisted” or barred from bidding by any government agency, instrumentality, GOCC or any bilateral or multilateral agency such as but not limited to the Asian Development Bank and the World Bank, 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;
5. The (Prospective Lessee) accepts the Terms of Reference, qualification criteria and the terms and conditions set by SSS;
6. The (Prospective Lessee), if awarded the contract to lease the Subject Property, commits to comply with the rules, regulations and standards set by the SSS and all other pertinent and relevant laws, rules, regulations and issuance of the agencies of the National Government and of the Local Government, for the entire duration of the contract period;
7. The (Prospective Lessee) commits to abide by the decision of the Recommending Authority (RA), waives any right to seek and obtain a writ of injunction or prohibition or restraining order against the Social Security Commission (SSC), SSS, RA, Technical Working Group (TWG), SSS officers and staff, to prevent or restrain the qualification proceedings related thereto, the award of the contract to a successful Prospective Lessee, and the carrying out of the awarded lease contract;
8. Each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and all statements and information provided herein are true and correct. Any falsity, error, or misrepresentation shall constitute a ground for disqualification from this bidding proceedings or revocation of award as determined by SSS;

9. The (Prospective Lessee) authorizes the SSS or its duly authorized representative/s to verify all of the documents submitted and authorizing SSS to check or review, at any time during the evaluation process, other relevant information affecting the PL or the Lease Proposal and should such review uncover any misrepresentations made in the Eligibility Documents or the Bid Proposal, or any change in the situation of the PL (including all the members of the JV or consortium), which affects the substance of its Lease Proposal, SSS may disqualify the PL from the bidding procedures and forfeit the PS, if posted;
10. (Prospective Lessee), its Directors, Officers and staff or any representative thereof, shall not attempt to establish any contact with any member of the SSC, SSS officers and staff, the RA, TWG, RA Secretariat on matters concerning this undertaking from the date of submission of the Lease Proposal up to the conclusion of the bidding process.
11. The (Prospective Lessee), its Directors and Officers have neither given nor offered, nor will it give nor offer, directly or indirectly, any bribe or other improper payment advantage to any SSC member, SSS officers and staff, RA, TWG and RA's Secretariat, or engage in any of the acts prohibited under R.A. 3019, otherwise known as the "Anti-Graft and Corrupt Practices Act", as amended.
12. The (Prospective Lessee) is not involved in any money laundering activity as defined by the Anti-Money Laundering Act of 2001 (RA 9160).

IN FAITH WHEREOF, I have hereunto affixed my signature this ____ day of _____ 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]

Annex H

SAMPLE FORM – WAIVER OF RIGHT TO SEEK LEGAL REMEDIES

Date

THE ACTING HEAD

Asset Management Division

Social Security System

5th Floor, c/o Investment Property Department

SSS Building, East Avenue, Diliman, Quezon City

Subject: Two (2)-Year Lease of An Office Space at the Third Floor of SSS Makati Building located along Ayala Avenue corner Rufino Street, Barangay San Lorenzo, Makati City

Sir:

As a duly authorized representative of *[Name of Company]*, (hereinafter referred to as the "Company"), and in connection with the Invitation to Bid for the lease of the subject office spaces **on an "as-is where-is basis"**, the undersigned on behalf of the Company, hereby expressly and formally commits to abide by the decision of the Recommending Authority (RA) for the subject property to determine the eligibility of Lessees as well as the eventual Winning Lessee (WL) among them, if any.

Accordingly, and in accordance with the Terms of Reference (TOR) for the public bidding of the subject SSS property, the Company hereby holds the SSS free and harmless from any liability, costs and expenses, suit or allegation arising out of the Company's participating in the bidding process. This also serves as a formal waiver by the Company of any right to file any form of legal remedy or action before any court, tribunal or administrative body to prevent or restrain or prohibit SSS from continuing the bidding proceedings related thereto and from awarding and executing a contract with the WL as determined by the RA.

Very truly yours,

Authorized representative (Please enclose letter of authority)

Name and Signature: _____

Title/Position : _____

Date : _____

Annex I

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

SWORN 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 Prospective Lessee]* with office address at *[address of Prospective Lessee]*;

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

2. **Select one, delete the other:**

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Prospective Lessee]*, 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]* 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]*, 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. **Select one, delete the rest:**

[If a sole proprietorship:] *[Name of Prospective Lessee]* is not related by consanguinity or affinity within the third civil degree to any member of the Social Security Commission, the SSS President and CEO, any of the Recommending Authorities (RAs), or any SSS approving authorities, or any employee of the SSS Asset Management Division;

[If a partnership or cooperative:] None of the officers and members of *[Name of Prospective Lessee]* is related by consanguinity or affinity within the third civil degree to any member of the Social Security Commission, the SSS President and CEO, any of the RAs, or any SSS approving authorities, or any employee of the SSS Asset Management Division;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Prospective Lessee]* is related by consanguinity or affinity within the third civil degree to any member of the Social Security Commission, the SSS President and CEO, any of the RAs, or any SSS approving authorities, or any employee of the SSS Asset Management Division;

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]

Annex J



Republic of the Philippines
SOCIAL SECURITY SYSTEM
APPLICATION TO LEASE INVESTMENT PROPERTY (ALIP)

NEW **RENEWAL**

PLEASE READ THE INSTRUCTIONS AND REMINDERS AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

PART I - TO BE FILLED OUT BY THE PROSPECTIVE LESSEE (PL) / LESSEE

A. PROPERTY TO BE LEASE

Check the preferred property:		DETAILS:
<input type="checkbox"/> Aseana Property, Paranaque City	<input type="checkbox"/> Greenmeadows Subd. Quezon City	Unit No./ Lot No. / Parking Slot No.
<input type="checkbox"/> BGC Blk 57, MCKinley Rd, Taguig City	<input type="checkbox"/> Manila Harbour, Tondo Manila	
<input type="checkbox"/> Cyber One Building, Eastwood, Quezon City	<input type="checkbox"/> Makati Building, Makati City	
<input type="checkbox"/> East Triangle Property, Quezon City	<input type="checkbox"/> Philam Life Tower, Makati City	
<input type="checkbox"/> FCA 5 (HK Sun Plaza), Pasay City	<input type="checkbox"/> Urdaneta Village, Makati City	
<input type="checkbox"/> FCA 7, Diosdado Avenue, Pasay City	<input type="checkbox"/> Others:	

PROPOSED OR INTENDED USED OF PROPERTY :

PROPOSED TERM OF LEASE: No of yrs: _____ From _____ To _____	MODE OF PAYMENT: <input type="checkbox"/> Issuance of PDC <input type="checkbox"/> Advance Payment (min. 6 mos)
---	--

B. PROSPECTIVE LESSEE / LESSEE INFORMATION

	Non-Business / Individual	Business / Company / Corporation/ Gov't.
FULL NAME		
SSS NUMBER		
SOURCE OF INCOME		
BUSINESS/COMPANY NAME		
NATURE OF BUSINESS		
ER NUMBER		
TAX IDENTIFICATION NUMBER		
VAT EXEMPT or PEZA registered?		
EMAIL ADDRESS		
CELLPHONE NUMBER		
OFFICE TEL. & FAX NUMBER		
BUSINESS ADDRESS /PERMANENT ADDRESS <small>Fir/Unit No./Bldg No./Street Name/City/Province/Zip Code</small>		
<small>(Do not use the address of the SSS property offered for lease)</small>		
FOREIGN ADDRESS (if any) <small>Fir/Unit No./Bldg No./Street Name/City/Province/Zip Code</small>		
BRANCH OFFICE ADDRESS (if any) <small>Fir/Unit No./Bldg No./Street Name/City/Province/Zip Code</small>		

C. CERTIFICATION, DATA PRIVACY CONSENT AND AUTHORIZATION

- 1 I/We certify that all information furnished herein are true and correct to the best of my/our knowledge
- 2 I/We hereby give consent to :
 - the collection, data capture, storage, retention and sharing of my personal data to carry out the purpose of this application;
 - disposal of the application in the manner consistent with the Data Privacy Act.
- 3 I/We trust that all these data shall be kept confidential by SSS.

	LESSEE / OWNER		Representative
SIGNATURE OVER PRINTED NAME OF APPLICANT/LESSEE/OWNER	1 X 1	SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE	1 X 1
DATE		DATE	

PART II - TO BE FILLED OUT BY SSS

RECEIVED AND SCREENED BY			
PRINTED NAME	SIGNATURE	DESIGNATION	DATE & TIME



**SOCIAL SECURITY SYSTEM
APPLICATION TO LEASE SSS PROPERTY
ACKNOWLEDGEMENT STUB**

PROPERTY	Unit/Lot /PS No.	PROSPECTIVE LESSEE/LESSEE
RECEIVED AND SCREENED BY		DATE RECEIVED
SIGNATURE OVER PRINTED NAME		DESIGNATION

MINIMUM LEASE POLICY

- Lease of SSS properties is thru Competitive Modes on "as-is, where-is" basis.
- Direct Negotiation is allowed for Gov't. to Gov't. transaction only and after two (2) failed bidding.
- Except for Government transactions, Reservation Fee equivalent to 1 month rent and a non-refundable Processing Fee of Php1,000.00 are required per lease transaction per property under Direct Negotiation.
- The Reservation Fee shall be forfeited in any of the events cited in Part VII, Item N (6) of the Guidelines for the lease of SSS Investment Properties (IPs). Said guidelines can be downloaded at www.sss.gov.ph, under Asset For Lease section of the website.
- Effectivity/ Move-In Date shall be the first day of the month following the month of receipt of the Notice of Approval (NOA) to be issued by IPF.
- Payment of Security Deposit, Advance Rent and issuance of PDC or six (6) months additional advance rent shall be made as indicated in the NOA, before issuance of Permit to Enter (PTE) the property.
- Incomplete documentary requirements will not be accepted.
- The Lease Proposal is subject to evaluation and approval by the SSS Approving Authorities and notation by the SSC

Conforme:

OR	PRINTED NAME OF APPLICANT/LESSEE/OWNER	SIGNATURE	DATE
	PRINTED NAME OF AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE

INSTRUCTIONS

- 1) Accomplish one (1) copy of this form. Erasures and alterations must be countersigned.
- 2) Place a checkmark on the applicable box.
- 3) Affix recent 1 x 1 photo
- 4) Write "N/A" for items not applicable
- 5) This application shall be filed personally by the current lessee/prospective lessee/authorized representative
- 6) Submit this form to Investment Property Department (IPD) and the required documents listed below

DOCUMENTARY REQUIREMENTS GUIDE / CHECKLIST

I. FOR PUBLIC BIDDING, MODIFIED COMPETITIVE CHALLENGE AND DIRECT NEGOTIATION

NON-BUSINESS/ FOR RESIDENTIAL UNITS:

INDIVIDUAL APPLICANT

- | | |
|--|--|
| <input type="checkbox"/> 1 Accomplished Application to Lease Investment Property (AUP) | <input type="checkbox"/> 6 Any of the following Government issued Identification Card: |
| <input type="checkbox"/> 2 Certificate of Employment and Compensation (CEC) or | <input type="checkbox"/> SSS/G/SIS ID/U/MID |
| <input type="checkbox"/> 3 TIN Number or Latest Income tax return (ITR), if applicable | <input type="checkbox"/> Passport |
| <input type="checkbox"/> 4 Bank Statement or Proof of Checking Account under Applicant's Name (for issuance of PDC) | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> 5 Sketch plan, specification, scope of work and cost estimate of proposed improvement, if any | <input type="checkbox"/> Government issued ID |

BUSINESS:

FOR GOVERNMENT ENTITIES

- | | |
|--|--|
| <input type="checkbox"/> 1 Accomplished Application to Lease Investment Property (AUP) | <input type="checkbox"/> 6 Any of the following Government issued Identification Card: |
| <input type="checkbox"/> 2 Board Resolution duly certified by the Corporate Secretary authorizing the lease as well as authorized signatories to execute the Contract of Lease | <input type="checkbox"/> SSS/G/SIS ID/U/MID |
| <input type="checkbox"/> 3 Copy of the applicable law creating the government agency/entity | <input type="checkbox"/> Passport |
| <input type="checkbox"/> 4 Certificate of fund availability/Multi-Year Obligation Authority/Certification from the Bank for the Budget Allotment | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> 5 Proof of compliance to RA 9184/Approval of BAC of Lessee for the award of lease to Less or | <input type="checkbox"/> Government issued ID |

COMPANY/CORPORATION/SOLE PROPRIETORSHIP/PARTNERSHIP

- | | |
|---|---|
| <input type="checkbox"/> 1 Accomplished Application to Lease Investment Property (AUP) | <input type="checkbox"/> 11 Sketch plan, specification, scope of work and cost estimate of proposed improvement, if any |
| <input type="checkbox"/> 2 DUI registration, if applicable | <input type="checkbox"/> 12 Bank Statement or Proof of Checking Account under Applicant's Name (for issuance of PDC) |
| <input type="checkbox"/> 3 Articles of Incorporation/Partnership, By Laws of the Lessee as amended, if applicable | <input type="checkbox"/> 13 Sketch plan, specification, scope of work and cost estimate of proposed improvement, if any |
| <input type="checkbox"/> 4 Business Permit for the current year | <input type="checkbox"/> 14 Any of the following Government issued Identification Card of Authorized Signatory |
| <input type="checkbox"/> 5 Secretary's Certificate or Board Resolution on Authorized Signatory, if any | <input type="checkbox"/> SSS/G/SIS ID/U/MID |
| <input type="checkbox"/> 6 Latest Audited Financial Statement | <input type="checkbox"/> Passport |
| <input type="checkbox"/> 7 Tax Clearance issued by BIR | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> 8 Latest Income/Business Tax Return | <input type="checkbox"/> Government issued ID |
| <input type="checkbox"/> 9 Certificate of Registration (COR) from BIR/ BIR Form 2303 | |
| <input type="checkbox"/> 10 PEZA Certificate, if applicable | |

II. FOR COMPETITIVE CHALLENGE

- | | |
|--|--|
| <input type="checkbox"/> 1 Cover Letter | <input type="checkbox"/> e Tax Clearance |
| <input type="checkbox"/> 2 Project Study or Feasibility Study | <input type="checkbox"/> f Board Resolution on the Authorized Representative/Signatory |
| <input type="checkbox"/> 3 Draft Contract | <input type="checkbox"/> g Any of the following Government issued Identification Card of Authorized Representative/Signatory |
| <input type="checkbox"/> 4 Eligibility Documents: | <input type="checkbox"/> SSS/G/SIS ID/U/MID |
| <input type="checkbox"/> a Business permit for the current year | <input type="checkbox"/> Passport |
| <input type="checkbox"/> b Audited Financial Statements for the last 3 years | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> c Latest Income/Business Tax Return | |

Annex K

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

PROPOSAL SECURING DECLARATION (shall be submitted with the Bid and Proposal Security)

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, a prospective lessee shall also submit a Proposal Securing Declaration simultaneous to the posting of Proposal Security.
2. I/We warrant that the proposal security submitted shall be valid for a period of one hundred eighty (180) calendar days from the date of the opening of the lease proposals;
3. I/We, when selected as the winning lessee, shall enter into contract with SSS and furnish the required Security Deposits from receipt of the Notice of Award and prior to the execution of the contract of lease;
4. I/We acknowledge that SSS reserves the right to disqualify me/us for a period of time from participating in any of its selection/procurement activity, regardless of mode, in the event I/we violate any of the conditions stated herein including but not limited to, not entering into the contract of lease with SSS when selected, or failure to perform its obligations under the said contract;
5. I/We acknowledge that the proposal security shall automatically be forfeited in favor of the SSS in the event that I/we withdraw my/our proposal during its validity, fail to and/or refuse to enter into a contract with the SSS when selected or when there is a failure to furnish the required security deposit.

IN FAITH WHEREOF, I/We have hereunto affixed my signature this ____ day of _____ at _____, Philippines.

Name of Prospective Lessee/Authorized Representative

[Jurat]

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