



SOCIAL SECURITY SYSTEM
LUZON CENTRAL 1 DIVISION
Disposal Committee

SSS Tarlac Bldg., Macabulos Drive, San Vicente, Tarlac City

INVITATION TO BID

PUBLIC BIDDING FOR THE SALE AND DISPOSAL OF VARIOUS UNSERVICEABLE PROPERTIES OF SSS TARLAC BRANCH, OVP LUZON CENTRAL 1 AND TARLAC PROCESSING CENTER

The SOCIAL SECURITY SYSTEM (SSS), thru the Disposal Committee of Luzon Central 1 Division, is inviting interested bidders for the public bidding following:

A. Subject:

One (1) Lot - Various Unserviceable Properties of SSS Tarlac Branch, Office of the Vice President Luzon Central 1 (OVP LC1) and Tarlac Processing Center (see Annex A)

B. Condition: "As is, Where is" Basis.

C. Location and Site of Inspection: Unserviceable properties can be inspected at SSS Tarlac Branch, Office of the Vice President Luzon Central 1 Division and Tarlac Processing Center on **December 18-19, 2023**, from 8:00AM to 5:00PM. Below are the addresses and contact persons of Tarlac Branch/OVP Luzon Central 1 Division and Tarlac Processing Center;

1. SSS Tarlac Branch – SSS Bldg., Macabulos Drive, San Vicente, Tarlac City

Contact Person:

MS. MA. TERESA C. SALUDADEZ Admin. Section SSS Tarlac Branch

Tel No. (045) 982-3402, Email address: tarlac@sss.gov.ph

2. OVP Luzon Central 1 – SSS Bldg., Macabulos Drive, San Vicente, Tarlac City

Contact Person:

MS. DIANA MARIE C. PUA, Admin. Section OVP, Luzon Central 1 Division

Tel. No. (045) 982-6967 Email address: luzoncentral@sss.gov.ph

3. SSS Tarlac Processing Center – Belfort Bldg., Zamora St., Brgy. San Roque, Tarlac City

Contact Person: Richard Alan Y. Cartel,

Tel. No.: (045) 982-7171

Email address: tarlac.pc@sss.gov.ph

Schedule of Activities:

Activities	Date	Venue	Time
Posting of the Invitation to Bid to the official SSS Website, all LC1 Branches and other conspicuous places	December 07 - 16, 2023	N/A	N/A

Activities	Date	Venue	Time
Site Inspection	December 18 – 19, 2023	Tarlac Branch and Tarlac Processing Center	8AM to 5PM
Pre-Bid Conference	December 20, 2023	To be conducted online thru MS Teams	10:00 AM to 11:00 AM thru MS Teams
Submission of Bids	December 22, 2023	Tarlac Branch	8:00 AM to 12:00 Noon
Opening of Bids	December 22, 2023	Tarlac Branch	1:30 PM to 5:00PM

D. Eligibility of Bidders: The public bidding is open to everyone except SSS employees.

BIDDERS	INDIVIDUAL	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
REQUIREMENTS	1. Latest Income Tax Return*	DTI Certification	Articles of Partnership	Articles of Incorporation
	2. Certificate of Employment with Compensation or Bank Certificate*	1. 2023 Business Permit Licensing Office Certification/ Mayor's Permit 2. Valid Tax Clearance Certificate		
	Two (2) valid government-issued identification cards with photo and signature (SSS/GSIS UMID Card, Postal ID, Driver's License, Philhealth ID, Pag-Ibig ID, Voter's ID, Passport, PRC ID, Firearm Registration Card, Senior Citizen ID)			

***Any of the two**

Notes: If submitting photocopy of documents, bring original copies during Opening of Bids for authentication purposes. The bidder shall affix their signature to all documents submitted.

E. Bid Documents: Bid Tender Forms shall be given to all interested parties from December 07 - 16, 2023.

F. Submission of Bids: Bidders shall submit in two (2) separate sealed documentary envelopes the **Bidder's Eligibility Requirements (Envelope A)** and the **properly accomplished Bid Tender Form together with the Bid Security in the form of Manager's/Cashier's Check or Cash equivalent to 10% of the total bid price (Envelope B)**.

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G. Opening of Bids: The Committee shall open all bids received at the time, date, and place set in the Invitation to Bid. Bidders or their authorized representatives with valid Special Power of Attorney shall witness the proceedings.

H. Evaluation of the Bids: The SSS reserves the right to reject any or all bids without offering any reason, to waive any formality or technicality, to determine and to award to any bidder with the highest complying bid and whose proposal is deemed most advantageous to the SSS, provided the offer is not less than the minimum bid price. The SSS neither assumes any obligation for any loss whatsoever that may be incurred by the bidders in the preparation of their respective bids, nor does the SSS guarantee that an award will be made.

I. Other Inquiries: Please direct your inquiries to the following.

1. **RUEL M. DE GUZMAN**, Disposal Committee Secretariat at the 2nd Floor, SSS Tarlac Branch Building, Macabulos Drive, San Vicente, Tarlac City
Tel No. (045) 982-6967, CP No. 0917-6226160
email address deguzmanrm@sss.gov.ph.

Date: December 07, 2023


VP VILMA P. AGAPITO
Chairperson, Disposal Committee
Luzon Central 1 Division