



SOCIAL SECURITY SYSTEM
LUZON CENTRAL 1 DIVISION
Disposal Committee

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

TERMS OF REFERENCE OF THE NEGOTIATED SALE AND DISPOSAL OF FOUR (4) LOTS OF UNSERVICEABLE PROPERTIES OF CAMILING, DAGUPAN, SAN CARLOS PANGASINAN AND URDANETA BRANCHES

A. Subject : Negotiated Sale for the disposal by “lot” of the following:

| Lot No. | Description | No. of Items |
|----------------|---|---------------------|
| 1 | Various Unserviceable Properties - Camiling | 41 |
| 2 | Various Unserviceable Properties - Dagupan | 31 |
| 3 | Various Unserviceable Properties - San Carlos Pang. | 62 |
| 4 | Various Unserviceable Properties - Urdaneta | 87 |
| | Tota | 221 |

| Activities | Date | Time/Place |
|---|--|---|
| Posting of the Invitation for Negotiated Offer to Purchase to the official SSS Website, all LC1 Branches and other conspicuous places | 10 Working Days (Apr. 8 – 19, 2024) | n/a |
| Site Inspection of Unserviceable Properties Located at Camiling, Dagupan, San Carlos and Urdaneta Branches | Apr. 22 – 23, 2024 | SSS Camiling, Dagupan, San Carlos Pang., and Urdaneta Branches |
| Period of Acceptance of Negotiated Offer to Purchase Form | Apr. 24 -May 03, 2024 | 8 to 5 PM at the following offices: SSS Camiling, Dagupan, San Carlos Pang., and Urdaneta Branches, Office of the VP, Luzon Central 1 Division |
| Evaluation of Submitted Offer to Purchase | May 06, 2024 | Office of the VP, Luzon Central 1 Division, 2 nd Flr. Tarlac Branch Bldg., Macabulos Drive, San Vicente Tarlac City. |
| Post Qualification | May. 07 – 08, 2024 | n/a |
| Issuance of Notice of Award | May. 15, 2024 | n/a |
| Full Payment | Within five (5) working days from receipt of the Notice of Award | 8AM to 4 PM at any of the following offices: SSS Camiling, Dagupan, San Carlos Pang., and Urdaneta Branches, Office of the VP, Luzon Central 1 Division |
| Claiming of Award | Within five (5) working days from the signing of the Deed of Absolute Sale | 8AM to 4 PM at concerned branches (SSS Camiling, Dagupan, San Carlos Pang., and Urdaneta Branches) |

- B. Condition : **“As is, Where is”** basis. All interested Offerors, upon submission of the offer to purchase, shall issue Bid Security equivalent to ten percent (10%) of the total Bid Price for the Lot.
- C. Location/Offices where the unserviceable properties are located:

Lot 1 - SSS Camiling Branch – Julian Qui Building, Bonifacio St., Camiling, Tarlac 2306, Contact Person: MS. JENNIFER ANCHETA, Administrative Section SSS Camiling Branch Tel No. (045) 934-0463, (045) 934-0460, Email address: camiling@sss.gov.ph

Lot 2 - SSS Dagupan Branch – East Gate Plaza AB Fernandez Ave., Dagupan City, Pangasinan, Contact Person: Ms. LIEZL G. TORIO, Administrative Section SSS Dagupan Branch Tel No. (075) 522-8908, Email address: dagupan@sss.gov.ph.

Lot 3 - SSS San Carlos Pangasinan Branch - 2/F San Carlos Town Center, San Carlos City, Pangasinan Branch, Contact Person: MS. MARICAR MASIGLAT, Administrative Section, SSS San Carlos Pangasinan Branch. CP No. 0985-245-2383, Email address: sancarlospangasinan@sss.gov.ph

Lot 4 - SSS Urdaneta Branch - Government Center, 3rd Level, CB Mall, MacArthur Highway, Urdaneta City Contact Person: MS. JONNAMA DE LA PEÑA, Administrative Section, SSS Urdaneta Branch. Tel. No. (075) 696-0331, Email address: urdaneta@sss.gov.ph

B. Minimum Bid Price :

| Lot No. | Description | No. of Items | Minimum Bid Price (in Php) |
|---------|---|--------------|----------------------------|
| 1 | Various Unserviceable Properties - Camiling | 41 | 14,532.15 |
| 2 | Various Unserviceable Properties - Dagupan | 31 | 5,910.26 |
| 3 | Various Unserviceable Properties - San Carlos Pang. | 62 | 4,540.28 |
| 4 | Various Unserviceable Properties - Urdaneta | 87 | 13,285.74 |
| | Total | 221 | 38,268.43 |

The award shall be given to the highest complying offeror, as determined by the Committee.

- D. Payment : Payment shall be strictly in CASH or CHECK (Certified Cashier’s or Manager’s Check) payable to the SSS
- E. Eligibility Requirements : The Negotiated Sale shall be open to any Individual, Sole Proprietorship, Partnership or Corporation complying with the prescribed rules and regulations and upon **submission of the following documents:**

| 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. 2024 BPLO 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 of the documents for authentication purposes. The Offeror shall affix their signature on all documents submitted.

F. Procedure of the Negotiated Sale:


1. Interested parties shall submit a sealed documentary envelope containing the following:
 - Duly accomplished Negotiated Offer to Purchase Form. Please submit individual Negotiated Offer to Purchase Form for each lot you wish to purchase.
 - Eligibility Requirements as stated above.
 - Submit Bid Security equivalent to ten percent (10%) of the offered price for each lot you wish to purchase.

The sealed envelope shall be properly labelled as follows **“Application for the Negotiated Offer to Purchase for Lot/s No. ___”**.

2. The Committee shall evaluate all the offers to purchase and validate the completeness of eligibility documents submitted at the date, time, and place set in the Invitation for Negotiated Sale. The Committee shall declare the highest eligible Offeror. The Bid Security of the winning offeror shall be considered as advance payment.
3. A post qualification shall be done prior to the conferment of Notice of Award to the winning offeror.
4. The winning Offeror shall be given the official Notice of Award and shall be required to pay the balance of the award price, inclusive of all government taxes, fees, or duties, if any, and all incidental expenses, to the SSS within five (5) working days from receipt of the said Notice.
5. A Deed of Absolute Sale shall be executed by the Social Security System and the Awardee as soon as the award price is paid.
6. Hauling of the Purchased Lot:
 - The winning Bidder shall, at his/her own expense, be responsible for the packing, hauling, and loading of the purchased lot to be done at the place indicated in the Invitation to Bid and in the presence of the authorized SSS personnel.
 - One-day hauling of the purchased lot shall be done at any day from Monday to Friday during office hours (8:00 AM to 5:00 PM), not later than five (5) working days from the date of signing of the Deed of Absolute Sale of the aforementioned. If hauling cannot be completed within the specified time, the winning Bidder may request for another five (5) working days for hauling provided that the request is justified and in writing.

G. Failure of the winning Bidder to haul the purchased lot within the specified period shall result to the forfeiture of the payment/bid price in Favor of the SSS.

H. The winning Bidder shall guarantee the complete hauling and loading of all the property/equipment subject of the Contract without any residual remaining within the premises of the SSS.


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