



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman, Quezon City  
**NCR NORTH DIVISION**



8<sup>th</sup> floor SSS Bldg. East Ave. Diliman QC  
Tel. No. 922-3453 Fax No. 435-9827

February 21, 2020

**CANVASS**

**REQ 2020 - 021**

Gentlemen :

Please furnish us with your quotation on or before **February 24, 2020** for the supply and delivery of the following item/s:

Quantity	PARTICULARS	Unit Cost	Total Cost
1 unit	<b>DESKPEN - EXECUTIVE</b> Specification: Desk Pen – Single, with Marble base <i>Pls. see attached image.</i> <b>Estimated Cost: Php8,500.00 @ Php8,500.00/unit</b>		
5 units	<b>FLAG POLE</b> Specification: 8 ft. Wooden flagpole with base stand <i>Pls. see attached image.</i> <b>Estimated Cost: Php15,000.00 @ Php3,200.00/unit</b>		
27 units	<b>STANCHION WITH RETRACTABLE BELT</b> Specification: Design: Stainless Steel Stanchion with Retractable belt barrier with locking belt pivot ends and four way belt end system, mirror polished finished with flat base and light blue color belt, Material: 0.8mm thick Stainless Steel, Height (Floor to top of post assembly): 38.5 inches (975mm), Post Diameter: 2.0 inches (51mm), Flat Base Diameter: 12.6 inches (320mm), Flat Base Height: 2.0 inches (51mm), Weight: 17.5 lbs (8kgs), Belt Length: 78.0 inches (2000mm), Base Cover: Round Flat Base, Color of Post and Base: Mirror Polished, Color of Belt: Light Blue <i>Pls. see attached image.</i> <b>Estimated Cost: Php 54,000.00 @ Php2,000.00/unit</b>		
<b>TOTAL COST:</b>			

End Users: SSS Batasan, Deparo, Fairview, SFDM, North Caloocan and Valenzuela Branch

**Total Approved Budget for the Contract: Php 78,000.00**

Please see attached of the following:

- Statement of Compliance
- Image

**Note: Please accomplished the attached STATEMENT OF COMPLIANCE**

The SSS shall withhold the VAT from the amounts payable to the supplier in accordance with the BIR Regulations.

Price Validity: Three (3) months

This is to certify that my firm/company has paid/updated in all SSS Obligations / contribution payments to the Social Security System.

Signature : \_\_\_\_\_  
Name of Owner/Company Rep : \_\_\_\_\_  
Business Name : \_\_\_\_\_



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**TERMS AND CONDITIONS**

1. Price quotation should be made with extra care taking into account the specifications and unit of quantity to avoid errors.
2. Price quotation should be made with extra care taking into account the specifications and unit of quantity to avoid errors.
3. All bids in excess of the Approved Budget Contract shall be automatically rejected.
4. Bidders must present demo units of their offered units on the scheduled inspection, if required.
5. The offeror binds himself to this quotation.
6. Completion period: Fifteen (15) calendar days upon receipt of Purchase Order.
7. Quotations not using the prescribed/official canvass form shall automatically be disqualified.
8. Indicate the correct SSS Number of supplier/contractor in the quotation form.
9. Please make certain to affix the signature of the owner, manager or any of its duly authorized representatives in a clear legible manner.
10. Bidder shall offer one (1) quotation only. Alternative bids shall be rejected.
11. Please send your QUOTATION/CANVASS to the above address with the following Eligibility Requirements, failure to attach the following legal documents shall be a ground for automatic disqualification of submitted quotation:
  - a) Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration.
  - b) Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
  - c) Valid Certificate of PhilGEPS Registration/Number
  - d) Latest Form SSS R5 Contributions Payment
  - e) BIR Certificate of Registration (Form 2303)

Very truly yours,

  
**EVELYN L. DUPLON**  
Chairperson, BAC Division

**PLEASE SIGN YOUR :**

NAME : \_\_\_\_\_  
BUSNAME : \_\_\_\_\_  
ADD : \_\_\_\_\_  
SS EMPLOYER ID NO : \_\_\_\_\_  
TIN NO. : \_\_\_\_\_  
TEL/FAX NO. : \_\_\_\_\_