



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



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

May 18, 2021

CANVASS

REQ 2021 – 017

Gentlemen :

Please furnish us with your **sealed quotation** on or before **May 21, 2021** for the repair/ replacement of buckling floor tiles at SSS Congressional Branch Office:

Item No.	PARTICULARS	Qty.	Unit	Unit Cost	Total Cost
I	GENERAL REQUIREMENTS				
	A. Temporary Facilities: office, barracks, warehouse, electricity and water consumption	1	Lot		
II	TOTAL COST FOR ITEM I: GENERAL REQUIREMENTS:				
	CIVIL-ARCHITECTURAL WORKS				
	A. SITE PREPARATIONWORKS				
	1. Dismantling of affected floor tiles including grinding, cutting tiles and chipping of cement topping	105	sq.m		
	2. Moving of office furniture and cubicle to place tile	1	lot		
	3. Boarding-up to isolate the working area and to prevent unauthorized access (use 1/4" plywood single wall)	1	lot		
	4. Hauling and Disposal of Debris and Waste Materials	1	lot		
	TOTAL COST FOR ITEM A: SITE PREPARATION:				
	B. ARCHITECTURAL FINISHES				
	1.0 Installation of Synthetic Granite Floor Tiles				
	1.1 600mm x 600mm Porcelain Floor Tiles (same as the existing floor tiles)	105	sq.m		
		300	pcs		
	1.2 Tile Adhesive (25kgs/bag) (Heavy duty)	23	bags		
	1.3 ABC Tile Grout (1 bag/2kgs)	13	bags		
	TOTAL COST FOR ITEM B: ARCHITECTURAL FINISHES:				
TOTAL PROJECT COST					

End User: SSS Congressional Branch

Total Approved Budget for the Contract: Php211,953.45

Please see attached of the following:

- BILL OF QUANTITIES
- SCOPE OF WORKS AND MATERIAL SPECIFICATIONS
- FLOOR LAYOUT

Note: Please accomplished the attached BILL OF QUANTITIES

1. The winning supplier is required to post a performance bond within three (3) calendar days from receipt of Notice of Award equivalent to 5% Cash, Cashier's/Manager's Check, Bank Guarantee/Draft or 30% Surety Bond callable upon demand, of the contract price.
2. 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 : _____



TERMS AND CONDITIONS

1. Prospect suppliers are highly advised to conduct site inspection. This is to determine all necessary considerations and include the same in their proposal of any incidentals, materials and activities that are necessary to be furnished and executed to complete the project.
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. Supplier 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: Thirty (30) calendar days upon receipt of Purchase Order.
7. Quotations not using the prescribed/official canvass form/ and/ or unsealed 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. Prospect supplier shall offer one (1) sealed quotation only. Alternative bids shall be rejected.
11. Prospect supplier shall be required to submit a Notarized Omnibus Sworn Statement upon notice by by the BAC Division Secretariat.
12. All payments to suppliers/creditors/payees shall be electronically and directly credited to the suppliers/creditors/payees bank accounts. Accounts Information will be requested once the supplier qualifies from the initial evaluation.
13. Please send your **SEALED 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) Valid Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration.
 - b) Valid 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)
 - f) Valid Philippine Contractors Accreditation Board (PCAB) license and registration (Category C or D)

Very truly yours,



JOCELYN Q. GARCIA
 Chairperson, BAC Division

PLEASE SIGN YOUR :

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