



**OPEN QUOTATION FORM**

Date: 4 May 2021

Sir/ Madam:

Please furnish us with your quotation on or before 7 May 2021, 5:00PM for the following:

QTY	UNIT	PARTICULARS
1	lot	<b>Messengerial Services</b> <b>Provision of 2021 Messengerial Courier Services (Domestic) of SSS Balanga Branch</b>  Originating Unit: <b>SSS Balanga</b> WCK Bldg., Rotary Ave., Tenejero, Balanga City, Bataan

No.	Destination	Size of Pouch	No. of Pieces* (a)	Unit Price (b)	Amount (c = a x b)	Delivery Dates
1	NCR	Small (500g and below)	28			
2		Large (up to 2kg)	28			
3	Luzon	Small (500g and below)	28			
4		Large (up to 2kg)	301			
5	Visayas	Small (500g and below)	7			
6	Mindanao	Small (500g and below)	7			
<b>ABC = 85,376.67</b> <b>*Pieces are indicative numbers only</b>			<b>TOTAL AMOUNT</b>		P	

Requesting Branch: SSS Balanga  
Clearance Request No.: 2021-011  
Purchase Request No.: 2021-33  
Method of Procurement: NP-SVP  
Mode of Evaluation: Per Lot  
Date Received: 3 May 2021

**Technical Specifications:**

- The service provider must have a respectable track record in nationwide courier service delivery for a minimum of three (3) years.
- The service provider must have the capacity to accomplish the following:
  - Deliver to Luzon, Visayas and Mindanao;
  - Ensure on-time delivery of mails and documents based on and as stated on the number of days based on Schedule of Requirements;
  - Provide online document tracking systems;
  - Provide receipt tickets with records of proof of delivery;
  - Provide a clear and durable pouch for its packaging for easy identification and safety of its contents.
- The courier service provider must pick-up outgoing mails at the above offices between 4:00 PM to 5:00 PM, Monday to Friday or as the need arises from the above offices.

*This is to certify that the price offer conforms to the specification of the project and that the above terms and conditions are understood and complied.*

**Please indicate below your Business Name,  
Address and Telephone Number and Date Received.**

\_\_\_\_\_  
**Owner/Company Representative**  
**(Signature over Printed Name)**

Your Business SSS No.:  
PhilGEPS Registration No.:  
T I N.:  
Date Received:

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Address & Telephone No.)

## **Schedule of Requirements:**

<b>No.</b>	<b>Destination</b>	<b>Size of Pouch</b>	<b>Estimated No. of Pieces*</b>	<b>Delivery Dates</b>
1	NCR	Small (500g and below)	28	Within 1-3 days
2		Large (up to 2kg)	28	Within 1-3 days
3	Luzon	Small (500g and below)	28	Within 1-3 days
4		Large (up to 2kg)	301	Within 1-3 days
5	Visayas	Small (500g and below)	7	Within 1-5 days
6	Mindanao	Small (500g and below)	7	Within 1-5 days

\*Pieces are indicative number based on market study and for quotation purposes only.

### **General Conditions of the Contract**

1. The Supplier shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The Supplier shall deliver the goods within the period indicated in the Purchase Order/Job Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The Supplier shall deliver all Goods/Services through SSS Balanga Branch, WCK Bldg., Rotary Ave., Tenejero, Balanga City, Bataan.
4. The Supplier warrants that the Goods/Services are designed and suited for the requirements of SSS.
5. The pricing of the Goods/Services shall be inclusive of Twelve Percent (12%) Value-Added Tax (VAT).
6. Supplier shall be paid in accordance to Government Terms and upon delivery of items/services and submission of billing documents.

### **Special Conditions of Contract**

1. **CONFIDENTIALITY.** Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the contract.

2. **MERGER AND CONSOLIDATION.** In case of merger, consolidation or change of ownership of the Winning Bidder with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the contract.
3. **FORCE MAJEURE.** Neither party shall be liable for any delay or failure to perform its obligations pursuant to the Contract if such delay is due to force majeure.

Force Majeure shall mean events beyond the control of and affecting either party which cannot be foreseen or if foreseeable cannot be either prevented nor avoided despite the exercise of due diligence.

4. **NON-ASSIGNMENT.** Neither party may assign the Contract in whole or in part without the consent of the other party.  
The Winning Bidder shall not subcontract in whole or in part the project and deliverables subject of the Contract without the written consent of SSS.
5. **WAIVER.** Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **CUMULATIVE REMEDIES.** Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.
7. **NO EMPLOYER-EMPLOYEE RELATIONSHIP.** It is expressly and manifestly understood and agreed upon that the employees of Winning Bidder assigned to perform the project are not employees of SSS. Neither is there an employer-employee relationship between SSS and Winning Bidder.

The Contract does not create an employer-employee relationship between SSS and the Winning Bidder including its personnel; that the services rendered by the personnel assigned by Winning Bidder to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these

personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The Winning Bidder hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to Winning Bidder's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. Winning Bidder shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.

8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.
9. COMPLIANCE WITH SS LAW. The Winning Bidder shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated.

Should Winning Bidder fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from Winning Bidder's receivables under this Agreement.

Further, prescription does not run against SSS for its failure to demand SS contributions or payments from Winning Bidder. Moreover, Winning Bidder shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.

10. COMPLIANCE WITH LABOR LAWS. The Winning Bidder, as employer of the personnel assigned to undertake the project, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices. It is agreed further that prior to the release of any payment by SSS to Winning Bidder, its President, or its duly authorized representative, shall submit a sworn statement that all moneys due to all its employees assigned to the project as well as benefits by law and other related labor legislation have been paid by Winning Bidder and that he/she assumed full responsibility thereof.
11. COMPLIANCE WITH TAX LAWS. The Winning Bidder shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by Winning Bidder to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.
12. SETTLEMENT OF DISPUTES. All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the aforementioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
13. GOVERNING LAW. The contract shall be governed by and interpreted according to the laws of the Republic of the Philippines.
14. AMENDMENTS. The contract may be amended only in writing and executed by the parties or their duly authorized representatives.
15. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.
16. VENUE OF ACTION. Any suit or proceeding arising out of relating to the contract shall be instituted in the appropriate court in Quezon City, parties hereto waiving any other venue.
17. BINDING EFFECT. The contract shall be binding upon the parties hereto, their assignee/s and successor/s-in-interest.
18. NON-PUBLICITY. No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of SSS.

**Payment Terms:** Supplier shall be paid in accordance to Government Terms and upon delivery of items/services and submission of billing documents

**Price validity:** Three (3) months.

**NOTE/S:**

- 1.) **For canvass with an ABC of P100,000.00 and above**, the winning bidder is required to post a Performance/Warranty Security within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash (Goods and Consulting Services) & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee/Draft or 30% Surety Bond callable upon demand, of the contract price.
- 2.) The supplier is required to indicate his PhilGEPS Registration Number on the request for quotation form.
- 3.) Price quoted should be inclusive of VAT.
- 4.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 5.) Alternative offer is not allowed.
- 6.) Award shall be on a "PER LOT" basis.
- 7.) Price quotation should be made with extra care taking into account the specification, unit and quantity to avoid errors. The offeror binds himself to this quotation's TERMS & CONDITIONS.
- 8.) **This canvass shall only determine the supplier who has the lowest bid for the amount of the Purchase Order (PO) and the check/fund transfer payable to the winning bidder shall be based on actual cost and up to the extent of the approved budget only.**
- 9.) **For further inquiries, kindly call Ms. Mary Jean Vitanzos, Administrative of SSS Balanga at (047) 237-3349 and 237-0738 or at email address balanga@sss.gov.ph.**

*This is to certify that the price offer conforms to the specification of the project and that the above terms and conditions are understood and complied.*

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**Owner/Company Representative  
(Signature over Printed Name)**

**Please indicate below your Business Name,  
Address and Telephone Number and Date Received.**

Very truly yours,

Your Business SSS No.:  
PhilGEPS Registration No.:  
T I N.:  
Date Received:

**PRIMITIVO D. VERANIA, JR.**  
Division BAC Chairperson, Luzon Central 1

Canvassed by:

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
\_\_\_\_\_  
(Address & Telephone No.)

**CEO Mary Jean Vitanzos**  
Signature over printed name

**Contact detail of Canvasser:**  
Telephone Number: (047) 237-3349 and 237-0738  
Email Address: balanga@sss.gov.ph

**TERMS AND CONDITIONS**

1. Fill out all the necessary information.
2. **Terms of Payment:** Direct payment to supplier's bank account or check payment (if applicable) upon inspection and acceptance of goods/services by SSS.
3. The SSS shall withhold the VAT from the amounts payable to the suppliers in accordance with B.I.R. regulations. Please see Item 5 for other terms and conditions.
4. **Mode of Submission:**
  - **For RFQ with Approved Budget of Php100,000.00 and below –** Submit your quotation (**Open Canvass/Envelope**) to the procuring branch through any preferred means before the deadline of submission.
  - **RFQ sent through fax or email** must be signed.
  - **The applicable documentary requirements must be submitted upon submission of offers/quotation.** (As listed in Item 7.)

5. The SSS is tax-exempt and shall be exempted from payment of VAT, as confirmed by the Department of Finance. It shall however, withhold the VAT from the amounts payable by the SSS to these suppliers in accordance with the BIR regulations.

	VAT REGISTERED	NON-VAT REGISTERED
VAT		
Labor	5%	
Materials	5%	
%TAX		
Labor		3%
Materials		3%
EWT		
Labor	2%	2%
Materials	1%	1%

6. Failure to satisfactory deliver the goods on the delivery date, the supplier is liable for delay and shall pay the SSS liquidated damages in the amount of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. ---- xxxx (Sec. 68 Rule XXII 2016 RIRR RA9184)

7. List of documentary requirements, where applicable:
  - a) **BIR Certificate of Registration and Sample Official Receipt (OR)** – first-time bidders to submit BIR 2303 copy and sample OR for the employer's name to be encoded in our System Application and Products (SAP) in Data Processing Database
  - b) **Documentary Requirements for Alternative Methods of Procurement (Appendix A of Annex “H” of the 2016 Revised Implementing Rules and Regulations of RA 9184, as amended by GPPB Resolution No. 21-2017, dated 30 May 2017.)**

Alternative Modality	Mayor's/ Business Permit	Professional License / Curriculum Vitae (Consulting Services)	PhilGEPs Reg. Number	PCAB License (Infra.)	NFCC (Infra.)	Income/ Business Tax Return	Omnibus Sworn Statement
I. Direct Contracting [Section 50]	✓		✓			✓ For ABCs above P500K	
II. Shopping [Sec 52.1(b)]	✓		✓				
<b>III. Negotiated Procurement</b>							
A. Emergency Cases (Section 53.2)]	✓			✓	✓ For ABCs above P500K	✓ For ABCs above P500K	✓ For ABCs above P500K
B. Take-Over of Contracts (Section 53.3.2; for new bidders)	✓	✓	✓	✓	✓		
C. Adjacent/ Contiguous (Section 53.4)				✓	✓		
D. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	✓	✓	✓			✓ For ABCs above P500K	
E. Highly Technical Consultant (Section 53.7)	✓	✓	✓				
F. Small Value Procurement (Section 53.9)	✓	✓	✓	✓		✓ For ABCs above P500K	✓ For ABCs above P500K
G. Lease of Real Property Or Venue (Section 53.10)	✓ <i>Except for gov't agencies as lessors</i>		✓ <i>Except for gov't agencies as lessors</i>			✓ Except for gov't agencies as lessors	

\* For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA 9184, only the BIR Certificate of Registration shall be submitted in lieu of the Mayor's Permit.

\*\* Requirements under Section 53.6 of the IRR of RA 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are not engaged in business.

\*\*\* For methods of procurement requiring Mayor's Permit and PhilGEPs Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

This is to certify that the price offer conforms to the specification of the project and that the above terms and conditions are understood and complied.

\_\_\_\_\_  
**Owner/Company Representative**  
**(Signature over Printed Name)**