



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

March 29, 2022

**CANVASS**

REQ 2022 – 007

Gentlemen :

Please furnish us with your **sealed quotation** on or before **April 1, 2022** for the proposed reduction of office space for the conversion of SSS North Caloocan Branch to Service Office:

Item No.	DESCRIPTION	Qty.	Unit	Unit Cost	Total Cost
<b>I</b>	<b>General Requirements</b>				
1.00	Permits, Signed and Sealed As Built Plans	1.00	lot		
	<b>TOTAL COST – GENERAL REQUIREMENTS</b>				
<b>II</b>	<b>Site Preparation</b>				
1.00	Temporary Facilities (Board Up/Site Enclosure)	1.00	lot		
2.00	Demolition of existing dry wall affected as indicated in the plan	5.62	sqm		
3.00	Demolition of existing glass door and glass panel as indicated in the plan	5.79	sqm		
	<b>TOTAL COST – SITE PREPARATION</b>				
<b>III</b>	<b>Carpentry Works</b>				
1.00	Supply and Installation of double wall partitions. 6.0mm thk Fiber Cement Board Metal Tracks (Top & Bottom), 50mm x 75mm x 0.60mm x 3.0m Metal Studs (0.60m O.C. Ver & Hor), 35mm x 76mm x 0.60mm x 3.0m Fiber Glass Mesh Tape, 2"x250ft/roll Fiber Cement Screw Blind Rivets, 1/8" x 3/8" Screw with tox	58.94	sqm		
2.00	Installation of 16mm THK Acoustic Ceiling Board on CMT Suspended Ceiling System (All affected areas due to new drywall partition, reuse existing acoustic board) Rectification of existing 16mm Fissured Acoustic Ceiling Board and CMT - Cross Tee (Reuse) CMT - Wall Angle, 1" x 1" x 10' L Threaded Bolt, 1/4" x 3m Expansion Shield, 1/4 " Twisted Hanger Concrete Nails, 1"	22.43	sqm		
3.00	Supply and Installation of 6mm moisture resistant fiber cement board Ceiling 6mm THK moisture resistant Fiber Cement Board,	2.38	sqm		

		1.20mx2.40m				
		Carrying Channel, 12mm x 38mm x 0.80mm x 5m				
		Double Furring Channel, 19mm x 50mm x 0.40mm x 5m				
		Wall Angle, 25mm x 25mm x 0.40mm x 2.4m				
		Double Furring Clip				
		Suspension Clip & Rod Joiner #8				
		Hanger Rod, #8				
		Steel Angle				
		Power Load & Drive Pin (Threaded)				
		Fiber Cement Screw				
		Concrete Nail, 1"				
		Blind Rivets, 1/8" x 3/8"				
		<b>TOTAL COST – CARPENTRY WORKS</b>				
<b>IV</b>	<b>Painting Works</b>					
	1.00	Painting of New Drywall partition and fiber cement ceiling board at Location Area (Including Surface Preparation)				
		Primer Latex Paint ,1 Coat				
		Semi Gloss Latex Paint, 2 Coats				
		Gypsum Putty				
		Sand Paper, # 120				
		Rags				
		7" Paint Roller (Cloth)				
		2" Paint Brush				
		Roller Pan				
		<b>TOTAL COST – PAINTING WORKS</b>				
<b>V</b>	<b>Doors and Windows</b>					
	1.00	Supply and Installation Doors and windows, including all hardwares, accessories, stickers, etc. as seen on plans.				
	1.1	GD-01, Frameless Single Leaf Door w/ Transom 12mm thk Tempered Clear Glass w/ Stainless Steel Door Handles Complete w/ Patch Fittings, Hardwares & Accessories, w/ Vinyl Frosted Sticker as Shown on Plans. (Main Entrance)	1.00	Set		
	1.2	GP-01, 12mm thk tempered, framless clear glass on FD 100, powder coated finish w/ vinyl frosted stickers as shown on plans (Storefront Main Entrance)	3.19	sq.m		
		<b>TOTAL COST – DOORS AND WINDOWS</b>				
<b>VI</b>	<b>Specialty Works</b>					
	1.00	Supply and Installation of Storefront/Horizontal Signage				
	1.1	4mm thk. Aluminum Composite Panel - 700mm (W) x 3500mm (L) x 100mm (thk.)	2.45	sq.m		
	1.2	Aluminum Sub-framing and Accessories - 700mm (W) x 3500mm (L) x 100mm (thk.)	2.45	sq.m		
	1.3	SSS Logo (360mm x 461mm x 50mm) Embossed Acrylic	1.79	sq.ft		
	1.4	"SOCIAL SECURITY SYSTEM" (2765mm x 150mm x 50mm) Embossed Acrylic	4.46	sq.ft		
	1.5	Branch Name (70mm x 1850mm x 50mm) Embossed Acrylic	1.39	sq.ft		

	2.00	Relocation of existing Indoor Directional Signage including miscellaneous materials need to finish the installation (Hanger, screws, chain, etc.) (Verify on Plans)	1.00	lot		
<b>TOTAL COST – SPECIALTY WORKS</b>						
<b>VII</b>	<b>Electrical Works</b>					
	1.00	Feeder Line from existing MDP to new DP/ SSS				
	1.10	Service Entrance to EE room				
	1.1.1	32mmØ PVC pipe with coupling	10	L		
	1.1.2	32mmØ PVC Locknut with Bushing	10	pairs		
	1.1.3	32mmØ PVC Elbow	4	ea		
	1.1.4	5.5mm <sup>2</sup> THHN/ THWN stranded wire, Lead Free	5	m		
	1.1.5	8.0mm <sup>2</sup> THHN/ THWN stranded wire, Lead Free	40	m		
	1.1.6	30.0mm <sup>2</sup> THHN/ THWN stranded wire, Lead Free	90	m		
	1.1.7	Pull Box with cover, (150x150x100)mm, G#14, Gray Paint	4	ea		
	1.1.8	Digital Watt-hour Meter, self-contained, 3 phase, 250VAC, 60Hz., complete with meter box, and standard accessories	1	set		
	1.1.9	Distribution Panel (DP)	1	set		
		Main: 100AT, Three Phase, 230 VAC, 60Hz., 25KAIC				
		Branches:				
		1 - 50AT, 2P, 230VAC, 60Hz., 20kAIC				
		3 - 40AT, 2P, 230VAC, 60Hz., 20kAIC				
		6 - 20AT, 2P, 230VAC, 60Hz., 10kAIC				
		2 – Space				
		Surface Mounted, Bolt-on, Industrial Type, w/ grounding terminal block, powder coated gray paint				
	1.20	Dismantling and re-installation of the existing UPS Distribution Panel from basement to new location including its essential wiring system and standard accessories (Note: seek assistance from BSSD)	1	lot		
		Main: 50AT, Single Phase, 230 VAC, 60Hz., 18KAIC				
		Branches:				
		4- 20AT, 2P, 230VAC, 60Hz., 10kAIC				
		Surface Mounted, Bolt-on, Industrial Type, w/ grounding terminal block, powder coated gray paint				
	1.30	Rigid support/ hanger/ bracket with angle bar & u-bolt for the service entrance feeder line to electrical room	1	lot		
		Other incidental items/ consumable materials and other related works/ activities to complete the installation				

<b>Power, Lighting and Other Layout Materials</b>					
2.00	2.10	Conduits & Fittings			
	2.1.1	20mmØ PVC Pipe with hub	28	L	
	2.1.2	20mmØ PVC Adapter with locknut & bushing	52	sets	
	2.1.3	Aluminum Threshold (3" x 6m/ length)	1	L	
	2.1.4	Plastic Moulding (25mm x 2.4m/ length)	20	L	
	2.20	Boxes / Gutters with cover			
	2.2.1	Utility Box, Surface mounted (Tailee box)	6	ea	
	2.2.2	Junction Box Deep type GA # 16	22	ea	
	2.30	Wires / Cables			
	2.3.1	3.5mm <sup>2</sup> THHN/ THWN stranded wire, Lead Free	3	roll	
	2.3.2	Convenience Outlet, Duplex, 15A, 230V, 3-prong w/ grounding, flush mounted, parallel slot, complete with plate and cover	6	sets	
	2.3.3	Convenience Outlet, Duplex, 15A, 230V, 2-prong, flush mounted, parallel slot, complete with plate and cover	8	sets	
	2.3.4	Re-utilize existing Three Gang Switch installed at the main entrance, complete with plate and cover	1	sets	
	2.3.5	Supply and installation of electrical materials for the relocation, re-alignment and re-circuiting of the existing lighting fixtures, outlet and other devices that may be affected in new layout/ renovation	1	lot	
	2.3.6	Dismantling of all fixtures, devices and other existing layout not necessary for the new layout.	1	lot	
	2.3.7	Conduits/ supports, other incidental miscellaneous items and consumable materials including chipping works and other related works/ activities to complete the installation.	1	lot	
		<b>TOTAL COST – ELECTRICAL WORKS</b>			
<b>VIII</b>	<b>Structured Cabling Works</b>				
1.00	Cabling Components				
	1.1	Cat5E Information Outlet	22.00	Pcs.	
	1.2	Cat5E Patch Panel 24 Ports	2.00	Pcs.	
	1.3	Modular Faceplate 2 ganged	11.00	Pcs.	
	1.4	Cat5E UTP Cable 4-Pair Solid, 24WG	4.00	Spool (305m)	
	1.5	8RU 19" Wall mounted network cabinet	1.00	unit	
2.00	Roughing-ins				
	2.1	PVC Pipes, Junction/square/pullbox/plastic box, angle bar, anchor bolt, connectors, couplings, and Labor in re-routing the entrance facility	1.00	lot	
	2.2	Others (medical expenses COVID19 requirements)	1.00	lot	
		<b>TOTAL COST – STRUCTURED CABLING WORKS</b>			
		<b>TOTAL PROJECT COST</b>			
<b>GENERAL INSTRUCTIONS:</b>					
1.	For uniformity and evaluation purposes, a bidder shall adhere to the herein prescribed format of				

	BOQ, specifically in the formula for computation, given quantity and inclusive pay items. Any deviation from the format shall be a ground for disqualification of bid.
2.	Bidders are not allowed to include any pay items that were not indicated in the BOQ Form.
3.	Mark-up or Indirect Cost as indicated in the BOQ shall include: Overhead Expenses such as office expenses, supervision, transportation allowances, and financing costs (premium on CARI, Bid Security, Performance Security, Surety for Advance Payment, Warranty Security, Construction Bond, etc.), Contingencies, Miscellaneous Expenses and Contractor's Profit Margin
4.	Corresponding cost of material and labor must be provided for all items in the BOQ so as not to constitute an incomplete bid which is a ground for disqualification. In cases where material and labor costs are lumped, or no material or labor cost is required, indicate the same or indicate "0" or "N/A" if given free of charge to SSS. Don't leave the spaces for material and labor costs blank, except as indicated.

**End User: SSS NORTH CALOOCAN Branch**

**Total Approved Budget for the Contract: Php591,111.03**

*Please see attached of the following:*

- TECHNICAL SPECIFICATIONS
- APPROVED FLOOR PLAN LAYOUT
- SCOPE OF WORKS/ TERMS OF REFERENCE
- BILL OF QUANTITIES

**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** : \_\_\_\_\_



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**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,



**LIBERTY A. GORDOVEZ**  
Chairperson, BAC Division

**PLEASE SIGN YOUR :**

NAME : \_\_\_\_\_

BUSNAME : \_\_\_\_\_

ADD : \_\_\_\_\_

SS EMPLOYER ID NO : \_\_\_\_\_

TIN NO. : \_\_\_\_\_

TEL/FAX NO. : \_\_\_\_\_