



Republic of the Philippines
SOCIAL SECURITY SYSTEM
 Office of the Vice President
 Luzon North 1 Division
BIDS AND AWARD COMMITTEE

CANVASS FORM NO:

BACD LN1D-21A-04

January 14, 2021
 Date

SEALED CANVASS

Sir / Madam:

Please furnish us with your quotation on or before **January 20, 2021 at 9:00 AM** for the following items. Submit the fully accomplished RFQ with the complete attachment indicated below (Notes 2 & 4) to the Administrative and General Accounting Section of the Office of the Vice President for Luzon North 1 Division or to the BACD Secretariat at 2/F SSS Baguio Bldg., Harrison Road, Baguio City.

For consideration with the difficulty in the access of courier services, you may also submit thru electronic mail by sending a scanned clear copy of documents mentioned above in PDF Format at **tugasje@sss.gov.ph**. Original copies shall follow as soon as practicable or as required by the procuring entity.

No.	Quantity	PARTICULARS	Unit Cost
1	1 lot	Messengerial Services of SSS OVP Luzon North 1 Division for CY 2021	
		Please provide your price quotation for the following:	
		Letter (Max 100 grams) - Metro Manila/pc.	Php
		Letter (Max 100 grams) - Luzon Area/pc.	Php
		One Pounder (Max 500 grams) - Metro Manila/pc.	Php
		One Pounder (Max 500 grams) - Luzon Area/pc.	Php
		Three Pounder (Max of 1,500 grams) - Metro Manila/pc.	Php
		Three Pounder (Max of 1,500 grams) - Luzon Area/pc.	Php
		Five Pounder (Max 2,500 grams) - Metro Manila/pc.	Php
		Five Pounder (Max 2,500 grams) - Luzon Area/pc.	Php
		Please provide what is being required:	
		Delivery period from Sender to Recipient (in Days)	
		Number of Pick-up Days per week	
		<u>Please make sure to attach the price list of the services you offer as well as your company's terms & conditions</u>	
		Price must be inclusive of EWT & VAT	
		Approved Budget for the Contract: Php 253,238.55	

Delivery Terms: Within 30 calendar days upon receipt of approved Letter Order/Job Order/Purchase Order

Payment Terms: Supplier shall be paid in accordance to Government Terms. Shall be paid thru check.

Payment shall be based on the actual consumption/billing per period, as applicable.

Price validity: Three (3) Months

Very truly yours,

JAN NEILSON E. TUGAS
 BACD Secretariat

Canvassed by:

(Signature over Printed Name)

Position: _____ DATE: _____

NOTE/S:

- The winning bidder for procurements/projects with Approved Budget for the Contract (ABC) of 100,000.00 and above is required to post a Performance Bond from receipt of Notice of Award equivalent to 5% (for Goods & Consulting Services) and 10% (for infrastructure Projects) Cash or cashier's/manager's check issued by a Universal or Commercial Bank; Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. 30% if Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. **Performance Bond is MANDATORY in case of INFRASTRUCTURE Project.**
- The supplier is required to indicate its PhilGeps Registration Number on the Canvass Form especially if the ABC of the project is P50,000.00 and below. **Attach the PhilGeps Registration Certificate if the project is with ABC equal and/or greater to P50,000.01.**
- The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- The Current Mayor's Permit/Business Permit or receipt of payment; DTI, Sec Registration, CDA, whichever is applicable; Certificate of Registration with BIR (BIR Form 2303); PhilGeps Registration Number/Certificate shall be submitted together with your quotation. The Omnibus Sworn Statement shall be submitted immediately upon request of the procuring branch/dept. (for project with ABC of P50,000.00 up to P100,000.00) or upon request of the BAC-D after the evaluation (for project with ABC of P100,000.01 and above). If corporation/partnership, the Omnibus Sworn Statement shall be accompanied by a Partnership Resolution/Board Resolution & Secretary's Certificate. **Non-submission of the foregoing documents shall be a ground for disqualification.**
- For clarification of details, please call Ms. Jessa Reen P. Bonilla or Ms. Divine Grace Parayno at (074) 447-0362/(074) 442-5661

Reminder : Price quotation should be made with extra care taking into account the specification and unit of quantity to avoid errors. The supplier binds himself/herself to this quotation's TERMS & CONDITIONS.

This is to certify that the data and quotation indicated on this form are valid/true & correct.

 Owner/Company Representative
 (Signature over Printed Name)

 (Date Received/Signed)

Name of Business: _____

Business Address: _____

SSS Employer Number : _____ Contact Number : _____

PhilGeps Registration No. _____ Email Address : _____

T.I.N. No.: _____