



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-21D-028**

April 13, 2021  
Date

**SEALED CANVASS**

Sir / Madam:

Please furnish us with your quotation on or before **April 16, 2021 at 9:00 AM** for the following items. Submit the fully accomplished RFQ with the complete attachment indicated below (Eligibility Requirements) to the Administrative Section of SSS Baguio Branch at 3/F SSS Baguio Building, Harrison Road, Baguio City, to the BACD Secretariat at 2/F SSS Baguio Bldg., Harrison Road, Baguio City.

No.	Quantity	PARTICULARS	Unit Cost (PER LOT)	TOTAL COST	
1	1 lot	<b>Repair &amp; Preventive Maintenance Services of 115 kW (144 kVA), 3 phase Generator Set of SSS Baguio Branch (Cummins Onan Genset)</b>		<b>Grand Total</b>	
		Kindly provide your quotation in every pay item and refer to the attached TOR for the specifications, scope of works and other conditions before filling-up this form. Make sure to indicate your conformity to the attached TOR			
		1. General overhauling of radiator (1 lot)	Php _____	Php _____	
		2. Flushing Agent (1 lot)	Php _____	Php _____	
		3. Full synthetic Diesel Engine Oil, SAE 15W-40 (1 lot)	Php _____	Php _____	
		4. Engine Oil Filter (1 lot)	Php _____	Php _____	
		5. Fuel Filter (1 lot)	Php _____	Php _____	
		6. Water Filter (1 lot)	Php _____	Php _____	
		7. Water coolant (1 lot)	Php _____	Php _____	
		8. Air Filter (1 lot)	Php _____	Php _____	
		9. Engine Solenoid (1 lot)	Php _____	Php _____	
10. Engineering Services/ Supervision/ Skilled Technician/ Mechanic and Consumables		Php _____	Php _____		
Price must be inclusive of EWT & VAT Approved Budget for the Contract: Php 221,000.00		Mode of Procurement: <b>Small Value Procurement</b> Mode of Evaluation: <b>Per Lot</b> APP Number: <b>258</b>			

**Delivery Terms: Within sixty (60) 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 upon the delivery of items/services & submission of billing documents**

**Price validity: Three (3) Months**

**Warranty Period: One (1) year warranty on supplied major parts (Solenoid)**

**Six (6) months warranty on workmanship for oil change and overhauling services**

Very truly yours,

**JAN NEILSON E. TUGAS**  
BACD Secretariat

**Canvassed by:**

(Signature over Printed Name)

Position: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTES:**

- The winning supplier 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.**
- Alternative offer is not allowed
- Quantity is subject to change but not to exceed of the approved P.O./J.O./L.O.
- The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.

**ELIGIBILITY REQUIREMENTS:**

Please submit the below-listed documents together with your quotation. (\*For previous/regular suppliers, submission of required documents is once a year only (for updating purposes)

- Valid/Current Mayor's / Business Permit receipt of payment as proof of renewal of Business/Mayor's Permit
- PhilGEPs Registration Number (Red Membership) or PhilGEPs Certificate (Platinum Membership)
- Certificate of Registration whichever may be appropriate under existing laws of the Philippines;
  - Bureau of Domestic Trade & Industry (DTI) – Sole Proprietorship
  - Incorporation Papers registered and approved by the Securities & Exchange Commission (SEC) – Partnership/Corporation
  - Philippine Contractors Accreditation Board License (PCAB) - Contractors/Civil Works
  - Cooperative Development Authority (CDA) – Cooperatives
- Latest Annual Income / Business Tax Return (for ABCs above P500K)
- Notarized Omnibus Sworn Statement (for ABCs above P50K) (Notarized Omnibus Sworn Statement may be submitted within the submission of offer / evaluation of offer / or before issuance of Notice of Award/Purchase Order/Job Order/Letter Order\*
- BIR Certificate of Registration Form 2303
- SSS ID Number (Employer/Self-Employed)

\* 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. Judalyn I. Bergonia or Ms. Florie-Anne C. Santos at (074) 444-2929 or via email at baguio@sss.gov**

**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 my Company is updated in the payment of contributions and loans to SSS, and conformed with the above terms & conditions, and the data / quotation indicated 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.: \_\_\_\_\_

**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. 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 Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date
4. The Supplier warrants that all the Goods/Services have no defect arising from design, materials, or workmanship or from any any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the Supplier shall replace any defective item within twenty-four (24) hours from the time that it was notified by SSS of the defect. Defects detected only after the item is installed and used is covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost to the SSS, if applicable.
6. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty security shall be required from the Supplier for a period of one (1) year. The obligation warranty shall covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amount shall only be released after the lapse of the warranty period.
7. If the Supplier, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the SSS may have against the Supplier under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

**SPECIAL CONDITIONS OF THE 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.
2. The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the contract.
3. 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.
4. 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.
5. 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.
6. NON-ASSIGNMENT. Neither party may assign the Contract in whole or in part without the consent of the other party.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. GOVERNING LAW. The contract shall be governed by and interpreted according to the laws of the Republic of the Philippines
20. AMENDMENTS. The contract may be amended only in writing and executed by the parties or their duly authorized representatives.
21. 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: (i) 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.
22. 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.
23. BINDING EFFECT. The contract shall be binding upon the parties hereto, their assignee/s and successor/s-in-interest.
24. 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.

**CONFORME:**

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Supplier's Authorized Representative  
(Signature over printed name)

PROJECT : PREVENTIVE MAINTENANCE SERVICES AND REPAIR OF POWER GENERATOR SET AT SSS BAGUIO BRANCH OFFICE.  
LOCATION : SSS BAGUIO BUILDING, HARRISON ROAD, BAGUIO CITY, BENGUET  
SUBJECT : TERMS OF REFERENCE (TOR)

**A. EQUIPMENT DESCRIPTION**

144 KVA/115KW Diesel Engine Generator Sets (Cummins Onan Brand)

**B. SCOPE OF WORKS**

1. Conduct general overhauling and cleaning of radiator.
2. Dismantling of propeller panel enclosure and pull-down radiator assembly.
3. Conduct thorough physical inspection of the radiator.
4. Conduct repair or institute corrective action/work for any visible and possible defects that may arise or needed.
5. Conduct oil change of the engine.
6. Performs thorough draining/extraction of used oil from the engine.
7. Supply and application of engine flushing agent until oil sludge is thorough removed.
8. Supply and application of high-grade full synthetic engine oil as per engine's required maximum capacity.
9. Supply and application of radiator coolant.
10. Supply and installation of brand-new solenoid. (Technical specifications of replacement part shall be similar to the existing or its equivalent subject to approval by SSS).
11. Conduct thorough inspection and evaluation of engine, alternator and other parts of the unit to determine possible future defects that may arise.
12. Performs re-calibration/adjustment of engine's valve clearance as maybe needed.
13. Performs testing of all parameters using appropriate testing instruments.
14. Check-up tightness of exterior bolt and nuts of the engine and alternator assembly including supports and brackets.
15. Check-up tightness of alternator's terminal lugs and fittings
16. Check-up and cleaning of electronic control modules and metering instruments in the control panel.
17. Supply of necessary materials and incidentals to complete the necessary works.
18. Conduct test-run of the unit (no-load and with load)
19. Supply of engineering services and supervision and technically qualified technician
20. Disposal of used oil and replaced parts (except solenoid)
21. Submits technical evaluation/recommendation report to SSS.

**C. TECHNICAL SPECIFICATION OF PARTS/MATERIALS TO BE SUPPLIED**

1. Flushing agent (Commercially available high-grade engine flush)
2. Engine oil, SAE 15W-40 (high-grade full synthetic diesel engine oil)
3. Engine lube filter (Fleetguard LF 3000 or approved equivalent)
4. Fuel filter (Fleetguard WF 2073 or approved equivalent)
5. Water filter (Fleetguard FS1280 or approved equivalent)
6. Radiator Coolant (Commercially available high-grade radiator coolant)
7. Air Filter (Similar to existing or approved equivalent)
8. Solenoid Valve (Similar to existing or approved equivalent)

**B. PROJECT DURATION**

1. The project duration is thirty (30) calendars days upon receipt of PO/JO or as may be specified by the Local Bids and Award Committee (LBAC)

**C. MODE OF PAYMENT**

1. Full payment upon completion of the project duly certified complete and accepted by SSS.

**D. WARRANTY**

1. One (1) year warranty on supplied major parts (solenoid).
2. Six (6) months warranty on workmanship for oil change, overhauling and other minor services performed.

**E. TECHNICAL/EXPERIENCE REQUIREMENT OF THE SERVICE PROVIDER**

The service provider shall have a technically- qualified and knowledgeable technical personnel to do the required works and shall be at - least 2-years of existence in the industry or related industry ( supply and repair of generators sets).

**F. PENALTY**

Failure to comply the works within the specified schedule, a liquidated damage will be imposed against the service provider in the amount equivalent to 1/10 of 1% of the project cost per calendar days of delay.

**G. OTHERS**

1. The service provider shall submit pictures before start of the work, on-going and after repair and maintenance works as a proof of conduct.

Prepared by:

  
**REX CHARLE C. MEODE**  
Junior Engineer, BSSD

Reviewed by:

  
**TEDDY N. CARREON**  
CEO III, BSSD

**CONFORME:**

Noted by:

  
**ELPIDIO S. DE CHAVEZ**  
Department Manager III, BSSD

\_\_\_\_\_  
Supplier's Authorized Representative  
(Signature over printed name)