



**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-G-028

July 4, 2020
Date

OPEN CANVASS

Sir / Madam:

Please furnish us with your quotation on or before **July 8, 2020** at **2PM** for the following items. Submit the fully accomplished RFQ with the complete attachment indicated below (Notes 2 & 4) 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 (Quantity x Unit Cost)
1	1 lot	Delivery and supply of Electrical Lighting and Convenience Outlet <p align="center"><i>Please see and accomplish the attached Bill of Quantities for the specifications</i></p> <p align="center">Price must be inclusive of EWT & VAT Approved Budget for the Contract: Php 50,553.00</p>	Php _____	Php _____


Delivery Terms: within 15 calendar days from 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.

Price validity: Three (3) Months

Area of Delivery: SSS Baguio Branch, Baguio City

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. Judalyn I. Bergonia or Ms. Florie-Anne C. Santos at (074) 444-2929

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.: _____

BILL OF QUANTITIES
1 LOT DELIVERY AND SUPPLY OF ELECTRICAL LIGHTING AND CONVENIENCE OUTLET
 SSS Building, Harisson Road, Baguio City

ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIAL COST		LABOR COST		TOTAL DIRECT COST
				PER UNIT	TOTAL	PER UNIT	TOTAL	
(A)	(B)	(C)	(D)	(E)	(F) = (C) x (E)	(G)	(H) = (C) x (G)	(I) = (F) + (H)
1	MATERIALS							
1.1	9 WATTS LED Light Bulb daylight	100.00	pcs					
1.2	22 WATTS LED Circular Fluorescent Lamp (Daylight)	30.00	pcs					
1.3	18 WATTS LED T2U Pinlight (DayLight)	100.00	pcs					
1.4	Duplex convenience outlet with grounding, universal outlet 3 prong 240 V, 15A, 60Hz	40.00	pcs					
1.5	Single Gang Blank cover with box	35.01	pcs					
	SUB-TOTAL - MATERIALS							
TOTAL ESTIMATED DIRECT COST								

SUMMARY OF ESTIMATES

A. ESTIMATED DIRECT COST (A = Sum of 1, 2, . . .)	=	_____
1. MATERIALS	=	_____
B. MOBILIZATION / DEMOBILIZATION (B = ___% of A)	=	_____
C. MARK-UP / INDIRECT COST [C = ___% of (A + B)]	=	_____
D. VAT [D = 12% of (A + B + C)]	=	_____
TOTAL PROJECT COST [Sum of (A + B + C + D)]	=	_____

GENERAL CONDITIONS

- 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.
- Each bidder shall be provided with hard copy of the BOQ Form (attached in the PBD) and an electronic copy (CD) for faster and easier encoding. The hard copy shall serve as the bidder's reference as to completeness of work items, quantity, formula, format, etc. in the BOQ Form considering that the electronic copy is prone to alterations during encoding. Any discrepancy on the contents (specially on the quantity and inclusive pay items) between the hard copy and electronic copy, the contents of the hard copy shall prevail.
- Bidders are not allowed to include any pay items that were not indicated in the hard copy of BOQ. In instances where necessary work items are inadvertently left out in BOQ Form, a bidder should make a written query to the Bids and Awards Committee so that the same shall be addressed in the Bid Bulletin which will be issued to all participating bidders.
- Mark-up / Indirect Cost as indicated in the Summary of Estimates shall include the following:

Overhead Expenses such as office expenses, supervision, transportation allowances, and financing costs (premium on CARI, Bid Security, Performance Security, Surety for Advance payment, Warranty Bond)

Contingencies, Miscellaneous Expenses and Contractor's Profit Margin

SUBMITTED BY:

 (Name of Bidder)

PREPARED BY:

 Company Representative

 Address

 Telephone Number

 Date