



OPEN CANVASS

Date: _____

Sir/ Ma'am:

Please furnish us with your quotation on or before _____ for the following items:

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST																																								
1	LOT	PREVENTIVE MAINTENANCE (CHANGE OIL) OF SIX (6) SERVICE VEHICLES OF LUZON CENTRAL 2 DIVISION	P _____ /unit	P _____																																								
		<table border="0"> <tr> <td>BRANCH</td> <td>VEHICLE TEMPORARY NO.</td> <td>MILEAGE</td> <td>ABC</td> <td>UNIT COST</td> </tr> <tr> <td>Baliuag</td> <td>P7X494</td> <td>10,000 km</td> <td>9,498.00</td> <td>_____</td> </tr> <tr> <td>Bocause</td> <td>P7X666</td> <td>10,000 km</td> <td>9,498.00</td> <td>_____</td> </tr> <tr> <td>Malolos</td> <td>P7Y054</td> <td>15,000 km</td> <td>7,384.00</td> <td>_____</td> </tr> <tr> <td>Meycauayan</td> <td>P7X447</td> <td>15,000 km</td> <td>7,384.00</td> <td>_____</td> </tr> <tr> <td>SJDM</td> <td>P7X416</td> <td>10,000 km</td> <td>9,498.00</td> <td>_____</td> </tr> <tr> <td>Sta. Maria</td> <td>P7X351</td> <td>10,000 km</td> <td>9,498.00</td> <td>_____</td> </tr> <tr> <td>TOTAL COST</td> <td></td> <td></td> <td>52,760.00</td> <td>_____</td> </tr> </table>	BRANCH	VEHICLE TEMPORARY NO.	MILEAGE	ABC	UNIT COST	Baliuag	P7X494	10,000 km	9,498.00	_____	Bocause	P7X666	10,000 km	9,498.00	_____	Malolos	P7Y054	15,000 km	7,384.00	_____	Meycauayan	P7X447	15,000 km	7,384.00	_____	SJDM	P7X416	10,000 km	9,498.00	_____	Sta. Maria	P7X351	10,000 km	9,498.00	_____	TOTAL COST			52,760.00	_____		
BRANCH	VEHICLE TEMPORARY NO.	MILEAGE	ABC	UNIT COST																																								
Baliuag	P7X494	10,000 km	9,498.00	_____																																								
Bocause	P7X666	10,000 km	9,498.00	_____																																								
Malolos	P7Y054	15,000 km	7,384.00	_____																																								
Meycauayan	P7X447	15,000 km	7,384.00	_____																																								
SJDM	P7X416	10,000 km	9,498.00	_____																																								
Sta. Maria	P7X351	10,000 km	9,498.00	_____																																								
TOTAL COST			52,760.00	_____																																								
		Specifications/Scope of Works: For 10,000km mileage <ul style="list-style-type: none"> ▪ 10,000 kms check-up ▪ Wheel Balance & Tire Rotate ▪ Check Battery ▪ Engine Flushing ▪ Car Care ▪ Engine Oil ▪ Oil Filter ▪ Drain Plug Gasket ▪ Injector Cleaner ▪ Brake Cleaner ▪ Check Weights ▪ Other repairs/services required based on recommendations on pre-inspection report 	For 15,000km mileage <ul style="list-style-type: none"> ▪ 15,000 kms check-up ▪ Check Battery ▪ Check Voltage & Amperes ▪ Engine Flushing ▪ Engine Oil ▪ Oil Filter ▪ Drain Plug Gasket ▪ Injector Cleaner ▪ Other repairs/ services required based on recommendations on pre-inspection report 																																									
		Requesting Branch: SSS LUZON CENTRAL 2 DIVISION Clearance Request No.: 2021-LCD2-008C Purchase Request No.: LCDII-2021-PR005 Method of Procurement: NP-53.9 SMALL VALUE PROCUREMENT Mode of Evaluation: PER LOT Date Received: 06/03/2021																																										
GRAND TOTAL																																												

Approved Budget: Php 52,760.00

Delivery Terms: within 15 calendar days from receipt of PO/LO

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

Price validity: Three (3) months.

Area of Delivery: Toyota Service Center

NOTE/S:

- 1.) **For canvass with an ABC of P100,000.00 and above**, the winning bidder may be 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 canvass form.
- 3.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 4.) Please specify the brand name / model being offered.
- 5.) 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.
- 6.) 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.
- 7.) For further inquiries, kindly call **EDGIE S. DIMALANTA / CHELISSA ANN VIDAL**, Division BAC Secretariat at (045) 455-5359|5360|5213.

This is to certify that my Company is updated in the payment of contributions and loans to SSS and the data / quotation indicated are valid.

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

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

Your Business SSS No.: _____

PhilGEPS Registration No.: _____

T I N.: _____


Date Received: _____

(Business Name)

(Address & Telephone No.)

(Email Address)

Very truly yours,



NORMITA M. CRUZ
Division BAC Chairperson
Luzon Central 2 Division

Canvassed by:

Signature over printed name

Contact detail of Canvasser:

Telephone Number: _____

Email Address: _____

Please be guided by the following instructions/reminders:

1. Fill out all the necessary information.
2. Please check if the company is updated in its payment of premium contributions and loan repayments to SSS.
3. **Terms of Payment:** Direct payment to supplier's bank account upon inspection and acceptance of goods/services by SSS.
4. The SSS shall withhold the VAT from the amounts payable to the suppliers in accordance with B.I.R. regulations. Please see Item 6 for other terms and conditions.
5. **Mode of Submission**
 - For RFQ with Approved Budget of Php100,000.00 below) – Submit your quotation (Open Canvass/Envelope) to any preferred means such as hand carry/courier before the deadline of submission.
 - For RFQ with Approved Budget of P100,000.00 and above) – Submit your quotation through a Sealed 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.)
6. 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%

7. Failure to satisfactorily 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)
8. 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) **SSS Certificate of Compliance / SSS Clearance**, if available.
 - c) **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)]	✓		✓				
III. Negotiated Procurement							
A. Emergency Cases (Section 53.2)]	✓			✓	✓ For ABCs above P500K	✓ For ABCs above P500K	✓ <u>For ABCs above P500K</u>
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)	✓	✓	✓	✓		✓ <u>For ABCs above P500K</u>	✓ <u>For ABCs above P50K</u>
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 specifications of the project and that the above terms and conditions are understood and complied.

Owner/Company Representative
(Signature over Printed Name)