



CANVASS FORM NO.
Republic of the Philippines
SOCIAL SECURITY SYSTEM
OFFICE OF THE VICE-PRESIDENT
LUZON SOUTH 2 DIVISION
 SSS Bldg., Kumintang Ilaya, Batangas City
OPEN CANVASS

LC2-2020-04
 (to be filled in by the BAC Sec)

Sir / Madam:

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

Date _____

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 lct	Messengerial Services for January to December 2020 to the following areas: a. Metro Manila Pouches Sizes: - Small -Medium -Large b. Luzon Pouches Sizes: - Small -Medium -Large c. Visayas Pouches Sizes: - Small -Medium -Large d. Mindanao Pouches Sizes: - Small -Medium -Large	P P P P P P P P P P P P	P P P P P P P P P
Warranty: _____ on parts _____ on services _____ on services (Warranty period from the delivery - to be filled out by the bidder)				

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

Approved Budget: Php 58,221.00 ; APP # 345 - Calapan Branch
10,000.00 ; APP # 345 - MOD - Calapan
Delivery Terms: January to December 2020
Payment Terms: Supplier shall be paid in accordance with Government Terms.
Price validity : Twelve (12) months
Area of Delivery: SSS Calapan - As specified in PARTICULAR column.
Mode of Evaluation: per one lot
TERMS AND CONDITIONS: **Kindly see (Page 2 of 2) at the back hereof**

This is to certify that all data / quotation indicated above are valid.

 Owner/Company Representative
 (Sign over Printed Name)

Very Truly Yours,

IREIN E. LANDICHO
 LOCAL BAC SECRETARIAT
 Signature over printed name

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

Your Business SSS No. _____
 (In case of Self-Employed, please indicate your SSS number)
 PhilGePs Registration No. _____
 TIN No. _____
 Date Received : _____

Canvassed by: _____

 (Business Name)

 (Business Address)

 (Telephone No.)

 Signature over printed name

 Position: _____ Date: _____
 Tel No: _____
 E-mail Address: _____

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TERMS AND CONDITIONS

(Mode of Procurement: Small Value Procurement)

- 1.) The winning bidder is required to post a Performance Bond for contract amount of Php 100,000.00 and above within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash (for Goods and Consulting Services) and 10% Cash (for Infrastructure), Cashier's / Manager's Check, Bank Guarantee/Draft or 30% Surety Bond of the contract price callable upon demand issued by a surety or insurance company.
- 2.) The supplier is required to indicate his PhilGeps Registration Number on the canvass form.
- 3.) Please specify brand name/model being offered.
- 4.) The following documentary requirements shall be submitted together with your quotation:
 - ⇒ MAYOR'S PERMIT/BUSINESS PERMIT
 - ⇒ PHILGEP'S REGISTRATION NUMBER
 - ⇒ BIR CERTIFICATE OF REGISTRATION (BIR 2303)
 - ⇒ OMNIBUS SWORN STATEMENT (For Approved Budget for the Contract (ABC) above **Php 50,000.00**)
 - ⇒ INCOME/BUSINESS TAX RETURN (For Approved Budget for the Contract (ABC) above **Php 500,000.00**)
 - ⇒ PCAB Licence (for *Infra Projects*)
 - ⇒ Professional License/Curriculum Vitae (for *Consulting Services*)

* Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEP'S Registration Number (including the *Eligibility Documents, Annex "A"*)

Reference: Documentary Requirements for Alternative Methods of Procurement (Appendix A of Annex "H" of the 2016 Revised Implementing Rules and Regulations of RA 9184 (THE GOVERNMENT PROCUREMENT REFORM ACT), as amended by GPPB Resolution No. 21-2017, dated May 30, 2017)

- 5.) **NON-SUBMISSION OF THE FOREGOING DOCUMENTS SHALL BE A GROUND FOR DISQUALIFICATION.**
- 6.) The canvass form shall only determine the supplier with the Lowest Calculated and Most Responsive Bid and that the amount of the Purchase Order (PO) and the check/fund transfer payable to the winning bidder shall be based on the actual cost and up to the extent of approved budget only.
- 7.) **Terms of Payment:** Direct Payment to supplier's bank account or check payment (if applicable) upon inspection and acceptance of goods/services by SSS.
- 8.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 9.) The SSS shall deduct from the contract price any delinquency amount due to SSS by the supplier, contractor, or consultant awarded with a procurement contract if the latter fails or refuses to settle the delinquency upon receipt of the Notice of Delinquency.
- 10.) The deduction of delinquency from the contract price shall be guided by the following:
 - A. The contract price subject of deduction shall be net of tax.
 - B. Only the delinquent contribution shall be deducted from the contract price; the penalties shall be collected in accordance with Circular No. 2018-008 (Revised Guidelines in the Installment Payment Scheme For Employers Under SSC Resolution No. 976-s.2010 Dated 8 December 2010) and Creation of the Employer Delinquency Settlement Review Committee.
- 11.) For late deliveries, liquidated damages shall be enforced and computed at 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. **(Sec. 68 Rule XXII 2016 Revised IRR of RA 9184)**

This is to certify that the above terms and conditions are understood and complied.

Owner/Company Representative
(Signature Over Printed Name)

(Business Name)

(Business Address)