



**SOCIAL SECURITY SYSTEM**  
**Office of the Vice-President**  
**LOCAL BIDS AND AWARDS COMMITTEE**  
**LUZON SOUTH 2 DIVISION**  
**OPEN CANVASS**

**TERMS AND CONDITIONS**

(Mode of Procurement: **Small Value Procurement**)

- 1.) The winning bidder **MAY** be required to post a Performance Bond within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash, Cashier's / Manager's Check, 10% Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price. Performance bond is MANDATORY in case of INFRASTRUCTURE PROJECT.
- 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
  - ⇒ PHILGEPS 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 PhilGEPS 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 )