

**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**

**LS2-2021-01**  
 ( to be filled in by the BAC Sec )

**January 12, 2021**  
 Date

Sir / Madam:

Please furnish us with your quotation on or before **01/29/21 @ 5:00 PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 lot	Messengerial Services for the year 2021 of OVP-LS2, Legal Dept, Batangas Branch and MOD-Batangas to the following areas:  a. San Pablo City, Laguna Pouches Sizes: - Small -Medium -Large  b. Quezon City/NCR Pouches Sizes: - Small -Medium -Large  c. Boac, Marinduque Pouches Sizes: - Small -Medium -Large  d. Calapan, Oriental Mindoro Pouches Sizes: - Small -Medium -Large  e. San Jose, Occidental Mindoro Pouches Sizes: - Small -Medium -Large  f. Odiongan, Romblon Pouches Sizes: - Small -Medium -Large  g. Puerto Princesa City, Palawan 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 _____	P _____ P _____ P _____  P _____ P _____ P _____  P _____ P _____ P _____  P _____ P _____ P _____  P _____ P _____ P _____  P _____ P _____ P _____
<b>Warranty:</b> _____ on parts _____ on services <small>(Warranty period from the delivery - to be filled out by the bidder)</small>				

*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. 68,053.55 ; APP # 216  
                                                           43,010.00 ; APP # 216 – OVP-LS2  
                                                           1,317.00 ; APP # 216 – Legal Dept  
                                                           15,215.00 ; APP # 216 – Batangas Branch  
                                                           8,611.55 ; APP # 216 – MOD Batangas

**Delivery Terms:**                      January to December 2021  
**Payment Terms:**                      Supplier shall be paid in accordance with Government Terms.  
**Price validity :**                          Three (3) months  
**Area of Delivery:**                      SSS Batangas – 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.** \_\_\_\_\_  
**T I N No.** \_\_\_\_\_  
**Date Received :** \_\_\_\_\_

\_\_\_\_\_  
 (Business Name)  
  
 \_\_\_\_\_  
 (Business Address )  
  
 \_\_\_\_\_  
 (Telephone No.)



**SOCIAL SECURITY SYSTEM  
OFFICE OF THE VICE-PRESIDENT  
LUZON SOUTH 2 DIVISION  
OPEN CANVASS**

**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
  - ⇒ 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 )