



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**

March 19, 2021
Date

Sir / Madam:

Please furnish us with your quotation on or before March 23, 2021 for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost																																																						
1	LOT	<p>PREVENTIVE MAINTENANCE SERVICE OF FOUR (4) SERVICE VEHICLES OF LUZON SOUTH 2 DIVISION</p> <p>Model: Toyota Innova 2.8 J Diesel M/T - BZ-003</p> <table border="0"> <tr> <td></td> <td>BRANCH</td> <td>CS NUMBER</td> <td>MILEAGE</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>LEMERY</td> <td>P7Y563</td> <td>1,000 km</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2</td> <td>BATANGAS</td> <td>P7V461</td> <td>5,000 km</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>LIPA</td> <td>P7Y542</td> <td>5,000 km</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>LEMERY</td> <td>P7Y563</td> <td>5,000 km</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3</td> <td>OVP</td> <td>P7X463</td> <td>10,000 km</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>BATANGAS</td> <td>P7V461</td> <td>10,000 km</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>LIPA</td> <td>P7Y542</td> <td>10,000 km</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>LEMERY</td> <td>P7Y563</td> <td>10,000 km</td> <td>_____</td> <td>_____</td> </tr> </table> <p>Specifications/Scope of Works:</p> <p>For 1,000 km mileage</p> <ul style="list-style-type: none"> ▶ 1,000 km check-up ▶ Toyota Genuine Regular Diesel Oil ▶ Oil Filter ▶ Other repairs/services required based on recommendations on pre-inspection report <p style="text-align: right;">▶ Drain Plug Gasket ▶ Engine Oil</p> <p>For 5,000 km mileage</p> <ul style="list-style-type: none"> ▶ 5,000 km check-up ▶ Toyota Genuine Regular Diesel Oil ▶ Oil Filter ▶ Drain Plug Gasket ▶ Other repairs/services required based on recommendations on pre-inspection report <p style="text-align: right;">▶ Engine Oil ▶ Injector Cleaner</p> <p>For 10,000 km mileage</p> <ul style="list-style-type: none"> ▶ 10,000 km check-up ▶ Toyota Genuine Regular Diesel Oil ▶ Engine Oil ▶ Oil Filter ▶ Engine Flush ▶ Other repairs/services required based on recommendations on pre-inspection report <p style="text-align: right;">▶ Drain Plug Gasket ▶ Injector Cleaner ▶ Break Cleaner</p> <p style="text-align: right;">Warranty: _____ on parts _____ on services <i>(Warranty period from the delivery - to be filled out by the bidder)</i></p>		BRANCH	CS NUMBER	MILEAGE			1	LEMERY	P7Y563	1,000 km	_____	_____	2	BATANGAS	P7V461	5,000 km	_____	_____		LIPA	P7Y542	5,000 km	_____	_____		LEMERY	P7Y563	5,000 km	_____	_____	3	OVP	P7X463	10,000 km	_____	_____		BATANGAS	P7V461	10,000 km	_____	_____		LIPA	P7Y542	10,000 km	_____	_____		LEMERY	P7Y563	10,000 km	_____	_____		
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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 76,000.00; APP # 209
 OVP - P 20,000.00
 Batangas - P 11,000.00
 Lemery - P 20,000.00
 Lipa - P 25,000.00

Delivery Terms: Thirty (30) Calendar Days from receipt of approved Job Order / Purchase Order.
Payment Terms: Supplier shall be paid in accordance with Government Terms.
Price validity : Twelve (12) months
Area of Delivery: Toyota Service Center
Mode of Evaluation: per 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,

IRENE LANICHO
LBC 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 500,000.00**)
 - ⇒ 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)