



Republic of the Philippines
SOCIAL SECURITY SYSTEM
LUZON CENTRAL 2 DIVISION
 DMGC, Maimpis, City of San Fernando, Pampanga
 Tel No: (045) 455-5359|5360|5213 / Fax No.: 861-3174
 E-mail Address: luzoncentral2@sss.gov.ph

CANVASS FORM

No. **OLG-2020-001**

OPEN CANVASS

Date: January 18, 2020 08:00 AM

PHICEPS Ref No. 6802830
 Date Posted 01/17/2020 11:58 AM
 Posted by CHELISIE

Sir/ Ma'am:

Please furnish us with your quotation on or before January 21, 2020 08:00 AM for the following items:

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST												
1	lot	Messengerial services for CY 2020 with the following requirements <table border="0"> <tr> <td>SIZE</td> <td>WEIGHT LIMIT</td> <td>UNIT COST</td> </tr> <tr> <td>Small envelope (4"x9.5")</td> <td>_____</td> <td>_____/pc</td> </tr> <tr> <td>Medium envelope (10"x15")</td> <td>_____</td> <td>_____/pc</td> </tr> <tr> <td>Expanding envelope (8.5"x9"x1")</td> <td>_____</td> <td>_____/pc</td> </tr> </table> <p>TERMS AND CONDITIONS: 1. For pick up only. 2. Willing to be paid on a monthly basis. 3. SSS has the right to terminate the contract/MOA without prior notice.</p> <p>Requesting Branch: SSS OLONGAPO BRANCH Clearance Request No.: 2020-LCD2-001 Purchase Request No.: OLG2020-PR001 Method of Procurement: SMALL VALUE PROCUREMENT Mode of Evaluation: PER LOT Date Received: 01/16/2020</p>	SIZE	WEIGHT LIMIT	UNIT COST	Small envelope (4"x9.5")	_____	_____/pc	Medium envelope (10"x15")	_____	_____/pc	Expanding envelope (8.5"x9"x1")	_____	_____/pc	P _____/lot	P _____
SIZE	WEIGHT LIMIT	UNIT COST														
Small envelope (4"x9.5")	_____	_____/pc														
Medium envelope (10"x15")	_____	_____/pc														
Expanding envelope (8.5"x9"x1")	_____	_____/pc														
GRAND TOTAL																

Approved Budget Contract: Php80,591.00

Delivery Terms: Staggered for CY 2020.

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

Price validity: Based on actual price at the time of purchase and up to the extent of the approved budget only.

Area of Delivery: SSS Olongapo Branch

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.: _____

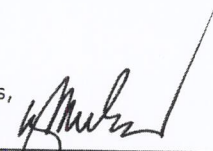
T I N.: _____

Date Received: _____

 (Business Name)

 (Address & Telephone No.)

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 make sure that 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 or check payment (if applicable) 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 satisfactory 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**
 - 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	For ABCs above P500K
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)	✓	✓	✓	✓		For ABCs above P500K	For ABCs above P500K
G. Lease of Real Property Or Venue (Section 53.10)	Except for gov't agencies as lessors		Except for gov't agencies as lessors			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 specification of the project and that the above terms and conditions are understood and complied.

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



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6802830
Procuring Entity SOCIAL SECURITY SYSTEM - LUZON CENTRAL 2
Title Messengerial Services for CY 2020 (SSS Olongapo Branch)
Area of Delivery Zambales

Solicitation Number:	2020-001	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Mail and Cargo Transport Services	Document Request List	0
Approved Budget for the Contract:	PHP 80,591.00	Date Published	18/01/2020
Delivery Period:	1 Year/s	Last Updated / Time	17/01/2020 11:58 AM
Client Agency:		Closing Date / Time	21/01/2020 08:00 AM
Contact Person:	EDGIE SIMON DIMALANTA BAC SECRETARIAT DIOSDADO MACAPAGAL GOVERNMENT CENTER MAIMPIS San Fernando City Pampanga Philippines 2000 63-045-4555213 63-45-8613174 luzoncentral2@sss.gov.ph		
Description			
<p>Messengerial Services for CY 2020 with the following requirements (SSS Olongapo Branch) :</p> <p>SIZE</p> <ul style="list-style-type: none"> - Small envelope (4"x9.5") - Medium envelope (10"x15") - Expanding envelope (8.5"x9"x1") <p>TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. For pick up only. 2. Willing to be paid on a monthly basis. 3. SSS has the right to terminate the contract/MOA without prior notice. <p>*Please see attached Canvass Form. **Be guided accordingly on the second page of the Canvass Form.</p> <p>For further inquiries, kindly call EDGIE S. DIMALANTA / CHELISSA ANN VIDAL, Division BAC Secretariat at telephone numbers (045) 455-5359 5360 5213 or email address luzoncentral2@sss.gov.ph.</p> <p>Thank you.</p>			

Created by EDGIE SIMON DIMALANTA

Date Created 17/01/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system.