

Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

REQUEST FOR QUOTATION

2020-0117

SEALED CANVASS

July 27, 2020
Date

PHILGEPs REF. NO.: 7140993
DATE POSTED : 07-28-20
POSTED BY : ERIKA

Sir / Madam:

Please furnish us with your quotation on or before **AUG 4, 2020 @5:00PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1,000 Set	PRINTING , 2019 SSS Annual Report, with the following requirements ABC = P 248.55 per set (inclusive of envelope and complimentary card)	P _____/Set	P _____
		Size	AR - Flat/Spread	16.54" x 11.69"
			AR - Folded A4 size	8.27" x 11.69"
			Envelope	9.37" x 12.80"
			Complimentary Card	5.00" x 5.00"
		Color	Cover	Full color
			Inside	Full color
			Envelope	One color – Red
			Complimentary Card	One color – Red
		Paper Stock	Cover	C2S at least 180 lbs.
			Inside	C2S 100 lbs.
			Envelope	Bookpaper 70 lbs.
			Complimentary Card	C2S 100 lbs.
		No. of Pages	100 pages (inclusive of front and back covers)	
		Quantity	1,000 copies	
		Process	Offset	
		Printing	Both sides printing	
		Binding	Perfect binding	
		Other Requirements	<ul style="list-style-type: none"> ✓ With one side UV/matte lamination and metallic stamping logo on cover ✓ With die-cutting and gluing for envelope ✓ With spot lamination on photos on cover 	
		Packaging	: Wrapped and packed by 25pcs per pack (Individually-enveloped ARs with insert cards)	
		Others	: Printer should submit sample paper stocks along with the quotation.	
		<i>(Please see attached Sample Material & Distribution List)</i>		
		GRAND TOTAL ABC = P 248,550.00		
		CCD – Memo dated 07-23-2020 received by PPMD thru email on 7-24-2020 with Request # 2020-0223		
		[FY 2020 APP] Annual Report – Printing (APP No. 6 – 2nd Update for the Month of July)		

Delivery Terms : **Proofing** - Up to three (3) colored proofs, including final artwork;
1st proof must be submitted to CCD after three (3) calendar days upon supplier's receipt of approved layout
Delivery of Final Print - Fourteen (14) calendar days after receipt of the duly approved/signed final colored proof by the supplier

Payment Terms: Government Terms (Payment is upon delivery of items / services & submission of billing documents.)

Price validity : Three (3) months

- NOTE/S:**
- 1.) **For canvass with an ABC of P 100,000.00 and above**, the winning bidder is required to post a Performance Bond from receipt of Notice of Award equivalent to 5% Cash (Goods & 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.) **Supplier is required to indicate his PhilGeps Registration Number on the canvass form.**
 - 3.) SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
 - 4.) **Alternative offer is not allowed.**
 - 5.) **Quantity is subject to change but not to exceed the quantity in the approved P.O.**
 - 6.) **For clarification of details, please contact Ms. Josephine Mines / CCD @ (8) 920-6401 local 5325 or via e-mail to minesje@sss.gov.ph**

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
(Sign over Printed Name)

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.

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

Your Business SSS No. _____

PhilGeps Registration No. _____

T I N no. _____


Date Received : _____

(Business Name)

(Address & Telephone No.)

(E-mail Address)

Very Truly Yours,


HYDEE R. RAQUID

Department Manager III

Procurement, Planning & Management Department

Tel No. 920-6401 loc 5504-5507

Fax No. 435-9861

E-mail Address: bansilea@sss.gov.ph; pmd@sss.gov.ph

COMPLIMENTARY CARD

With our Compliments


We are pleased to send you a copy of our 2018 Annual Report




**Serbisyong
Sulit na Sulit**




Trunkline: (63-2) 920-6401
Call Center: (63-2) 920-6446 to 55 / IVRS: (63-2) 917-7777
E-mail: member_relations@sss.gov.ph
Facebook: <http://www.facebook.com/SSSPH>



**Serbisyong
Sulit na Sulit**



SOCIAL SECURITY SYSTEM



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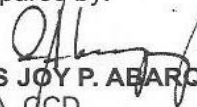
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E-mail: member_relations@sss.gov.ph
Facebook: <http://www.facebook.com/SSSPH>

DISTRIBUTION SCHEME - SSS 2019 ANNUAL REPORT (REVISED)

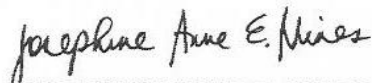
RECIPIENT	QUANTITY
Office of the SSS President and CEO	20
Social Security Commission (8 members including SSC Chairman – 4 copies each)	32
Office of EVP Capulong	3
Offices of EVP See and EVP Resare (2 copies each)	4
SSS Officials (VP to SVP <i>excluding Acting Heads</i> – 1 copy each)	39
SSS Officials (DM III <i>excluding Acting Heads</i> – 1 copy each)	69
*NCR Branches (51 offices – 2 copies each)	102
*Luzon Branches (66 offices – 2 copies each)	132
*Visayas Branches (28 offices – 2 copies each)	56
*Mindanao Branches (31 offices – 2 copies each)	62
POEA Branch c/o International Operations Group	2
Foreign Offices (27 offices – 1 copy each) c/o Foreign Operations Support Services Dept.	27
*NCR Representative Office (1 RO – 1 copy each)	1
*Luzon Representative Offices (25 ROs – 1 copy each)	25
*Mindanao Representative Offices (4 ROs – 1 copy each)	4
SSS Library	3
House of Representatives (303 members – 1 copy each)	303
Office of The Secretary-General	2
Library of The House of Representatives	2
Senate of the Philippines (24 senators – 2 copies each)	48
Office of The Senate Secretary	2
Library of The Senate	2
National Government Agencies	30
Media Affairs Department	10
Corporate Communications Dept. (allotted for members and other requesting departments/units)	20
TOTAL	1000

*per Office Order 2020-006


Prepared by:


IRIS JOY P. ABARQUEZ
 JCA, CCD

Noted by:


JOSEPHINE ANNE E. MINES
 SSO IV, CCD

Approved by:


FERNANDO F. NICOLAS
 ACTING VP, PASED