

Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**Bids and Awards Committee Division**  
**Luzon Central 1 Division**  
 2/F SSS Bldg., Macabulos Drive, San Vicente, Tarlac City 2300  
 Tel Nos. (045)982-8967, Fax: (045) 982-1092  
 E-mail Address: luzoncentral@sss.gov.ph

## REQUEST FOR QUOTATION 2021-07-BAL

### SEALED QUOTATION FORM

Date: 28 January 2021

Sir/ Madam:

Please furnish us with your quotation on or before 3 February 2021, 5:00PM for the following:

QTY	UNIT	PARTICULARS
1	lot	<b>Messengerial Services</b> <b>Provision of 2021 Messengerial Courier Services (Domestic) of SSS Balanga Branch</b>  Originating Unit: <b>SSS Balanga</b> WCK Bldg., Rotary Ave., Tenejero, Balanga City, Bataan

No.	Destination	Size of Pouch	No. of Pieces* (a)	Unit Price (b)	Amount (c = a x b)	Delivery Dates
1	NCR	Small (500g and below)	176			
2		Large (up to 2kg)	22			
3	Luzon	Small (500g and below)	154			
4		Large (up to 2kg)	484			
5	Visayas	Small (500g and below)	33			
6	Mindanao	Small (500g and below)	33			
<b>ABC = 117,270</b>						
*Pieces are indicative number and for quotation purposes only.			<b>TOTAL AMOUNT</b>		P	

Requesting Branch: SSS Balanga  
 Clearance Request No.: 2021-001  
 Purchase Request No.: 2021-07  
 Method of Procurement: NP-SVP  
 Mode of Evaluation: Per Lot  
 Date Received: 27 January 2021

#### Technical Specifications:

- The service provider must have a respectable track record in nationwide courier service delivery for a minimum of three (3) years.
- The service provider must have the capacity to accomplish the following:
  - Deliver to Luzon, Visayas and Mindanao;
  - Ensure on-time delivery of mails and documents based on and as stated on the number of days based on Schedule of Requirements;
  - Provide online document tracking systems;
  - Provide receipt tickets with records of proof of delivery;
  - Provide a clear and durable pouch for its packaging for easy identification and safety of its contents.
- The courier service provider must pick-up outgoing mails between 4:00 PM to 5:00 PM, Monday to Friday or as the need arises from the above office.

#### Schedule of Requirements:

No.	Destination	Size of Pouch	Estimated No. of Pieces*	Delivery Dates
1	NCR	Small (500g and below)	176	Within 1-3 days
2		Large (up to 2kg)	22	Within 1-3 days
3	Luzon	Small (500g and below)	154	Within 1-3 days
4		Large (up to 2kg)	484	Within 1-3 days
5	Visayas	Small (500g and below)	33	Within 1-3 days
6	Mindanao	Small (500g and below)	33	Within 1-3 days

\*Pieces are indicative number and for quotation purposes only.

**Payment Terms:** Supplier shall be paid in accordance to Government Terms and upon delivery of items/services and submission of billing documents

**Price validity:** Three (3) months.

**NOTE/S:**

- 1.) **For canvass with an ABC of P100,000.00 and above**, the winning bidder is 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 request for quotation form.
- 3.) Price quoted should be inclusive of VAT.
- 4.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 5.) Alternative offer is not allowed.
- 6.) Award shall be on a "PER LOT" basis.
- 7.) 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.
- 8.) **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.**
- 9.) **For further inquiries, kindly call Ms. Mary Jean Vitanzos, Administrative of SSS Balanga at (047) 237-3349 and 237-0738 or at email address balanga@sss.gov.ph.**

*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)**


**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,

  
**PRIMITIVO D. VERANIA, JR.**

Division BAC Chairperson, Luzon Central 1

Canvassed by:

**CEO Mary Jean Vitanzos**  
Signature over printed name

**Contact detail of Canvasser:**

Telephone Number: (047) 237-3349 and 237-0738  
Email Address: balanga@sss.gov.ph

**TERMS AND CONDITIONS**

1. Fill out all the necessary information.
2. **Terms of Payment:** Direct payment to supplier's bank account or check payment (if applicable) upon inspection and acceptance of goods/services by SSS.
3. The SSS shall withhold the VAT from the amounts payable to the suppliers in accordance with B.I.R. regulations. Please see Item 5 for other terms and conditions.
4. **Mode of Submission:**
  - **For RFQ with Approved Budget of Php100,000.00 and below –** Submit your quotation (**Open Canvass/Envelope**) to the procuring branch through any preferred means before the deadline of submission.
  - **For RFQ with Approved Budget of above P100,000.00 –** Submit your quotation through a **Sealed Envelope** to the procuring branch through any preferred means before the deadline of submission.
    - a) **SEALED ENVELOPE** to be dropped at the drop box located at SSS Building, Macabulos Drive, San Vicente, Tarlac City 2300. The sealed envelope shall be addressed to Mr. Primitivo D. Verania, Jr., Luzon Central 1 Division BAC Chairperson and indicate the solicitation/RFQ form number, company name, name of company representative, business address and contact details.
    - b) **VIA ELECTRONIC MAIL** at [grp\\_lc1sealedquotations@sss.gov.ph](mailto:grp_lc1sealedquotations@sss.gov.ph) with the following requirements:
      1. Quotations and attachments should be in portable document format (pdf) and a compressed/zipped and protected by a password.
      2. Name the folder by Solicitation/RFQ Number and the Project Title.
      3. Passwords shall be made available thru email or SMS on the date and time stated on the RFQ.
  - **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.)

5. 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%

6. 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)

7. 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) **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.)	NFC C (Infra.)	Income Business Tax Return	Omnibus Sworn Statement
I. Direct Contracting [Section 50]	✓		✓			✓ For ABCs above P500K	
II. Shopping [Sec 52.1(b)]	✓		✓				
<b>III. Negotiated Procurement</b>							
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)	✓ <i>Except for gov't agencies as lessors</i>		✓ <i>Except for gov't agencies as lessors</i>			✓ 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)**