



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)982-6967, Fax: (045) 982-1092  
 E-mail Address: luzoncentral@sss.gov.ph

# REQUEST FOR QUOTATION 2021-11-MOS

0119v.2021

## OPEN 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:

NO.	QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST						
1	1	Lot	<p><b>MRTE-Gasoline/Diesel</b>  <b>Supply of diesel for the calendar year 2021 of SSS Luzon Central Medical Operations Section</b></p> <table border="1"> <thead> <tr> <th>No. of Liters* (a)</th> <th>Unit Price (b)</th> <th>Amount (c = a x b)</th> </tr> </thead> <tbody> <tr> <td>1,617</td> <td>P _____ /liter</td> <td>P _____</td> </tr> </tbody> </table> <p><i>*Liters are indicative number and for quotation purposes only.</i></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Diesel</li> <li>• Euro 4 compliant</li> <li>• Clean Air Act of 2014 Compliant to Sulfur Content</li> <li>• Water content (% vol.); 0.1 Maximum</li> <li>• Biodegradable and non-toxic</li> <li>• Willing to be paid on a monthly basis</li> <li>• Payment will be based on the actual pump price</li> </ul> <p>Requesting Branch: <u>Luzon Central MOS</u>            Clearance Request No.: <u>MOS-2021-001</u>            Purchase Request No.: <u>2021-11</u>            Method of Procurement: <u>NP-SVP</u>            Mode of Evaluation: <u>PER LOT</u>            Date Received: <u>27-Jan-2021</u></p>	No. of Liters* (a)	Unit Price (b)	Amount (c = a x b)	1,617	P _____ /liter	P _____		
No. of Liters* (a)	Unit Price (b)	Amount (c = a x b)									
1,617	P _____ /liter	P _____									
<b>GRAND TOTAL</b>											

**Approved Budget Contract:** Php60,000

**Delivery Terms:** 15 Calendar Days upon the receipt of approved Purchase Order/ per need basis.

**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.

**Area of Delivery:** SSS Bldg., Macabulos Drive, San Vicente, Tarlac City

**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.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 4.) Alternative offer is not allowed.
- 5.) Award shall be on a "PER LOT" basis.
- 6.) 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.
- 7.) **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.**
- 8.) **For further inquiries, kindly call Ms. Zairah Louise D. Suarez of SSS Luzon Central Medical Operations Section at (045)982-8600 or at email address suarezzd@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:

Very truly yours,

**PRIMITIVO D. VERANIA, JR.**  
 Division BAC Chairperson, Luzon Central 1

Canvassed by:

**ZAIRAH LOUISE D. SUAREZ**  
 Signature over printed name

**Contact detail of Canvasser:**  
 Telephone Number: **(045) 982-8600**  
 Email Address: **suarezzd@sss.gov.ph**

\_\_\_\_\_  
 (Business Name)

\_\_\_\_\_  
 (Address & Telephone No.)

**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 6 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.
  - **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. ---- xxx (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.)	NFCC (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.

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