



CANVASS FORM

West 2020-JANUARY 01
 Tuesday, January 28, 2020

PHILGEPS REF. NO. _____
 DATE POSTED: _____
 POSTED BY: _____

Sir / Madam:

Please furnish us with your quotation on or before: _____ at 4:00 pm. for the following items:

NO.	QTY.	PARTICULARS	STATEMENT OF COMPLIANCE TO THE SPECIFICATIONS	UNIT COST	TOTAL COST
1	9 Branches	Preventive Maintenance of Uninterruptible Power Supply (UPS) units of SSS Binondo, Legarda, Manila, Pasay Roxas, Pasay Taft, Isetann Recto, Sta Mesa, Tondo and Welcome Branches for Two (2) Quarters		P 10,000.00 /Branch	P 90,000.00
Att: Terms of Reference (TOR), Cost Estimate and Bidder's Proposal Form					
Approved Budget (ABC) P					90,000.00
REQUEST: Memo request of Branches (Binondo, Legarda, Manila, Pasay Roxas, Pasay Taft, Isetann Recto, Sta Mesa, Tondo and Welcome); Memo from BSSD dated January 24, 2020					

Payment Terms: Supplier shall be paid in accordance to Government Terms.
 Delivery Terms: 15 Calendar Days upon receipt of approved Purchase Order/Job Order.
 Price Validity: Three (3) Months

Notes:

- For canvass with an ABC of P 100,000.00 and above the winning bidder is required to post a Performance Bond within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash, Cashier's/Manager's Check, Bank Guarantee/Draft or 30% Surety Bond callable upon demand of the contract price.
- The SSS shall withhold the applicable taxes from the amount payable in accordance with BIR regulations.
- For canvass with an ABC of P 50,000.01 and above, the supplier is required to indicate his Philgeps Registration Number on the canvass form.
- For clarification of details, please call Ellen Grace P. Martinez or Nathalie G. Alonde, LBAC Secretariat at 395-9897/395-9899
- Quotations not using the prescribed/standard canvass form and/or unsealed shall automatically be disqualified.
- Indicate the correct SSS Number and TIN-(BIR) of supplier/contractor in the quotation form.
- The bidder shall offer one (1) quotation only, alternative bids shall be rejected.
- Please send your **SEALED QUOTATION/CANVASS/BID** to G/F Padilla Delos Reyes Bldg. Juan Luna St., Binondo Manila including the following Eligibility Requirements:
 - Registration Certificate from SEC (Security Exchange Commission), DTI (Department of Trade & Industry) for sole proprietorship, or CDA (Cooperative Development Authority) for cooperatives, or any proof of such registration.
 - Mayor's Permit issued by the city or municipality where the place of business of the prospective bidder is located.
 - Valid Tax Clearance Certificate to be issued by the BIR (Bureau of Internal Revenue)
 - Certificate of PhilGEPS Registration (Philippine Government Electronic Procurement System)
 - Latest Form SSS R-5 Contributions Payment

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 **TERMS & CONDITIONS**.

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

Business Name: _____
 Business Address: _____
 Business SSS No.: _____
 Business TIN No.: _____
 Philgeps Registration No.: _____
 E-mail Address: _____
 Telephone No.: _____
 Fax No.: _____
 Date Received: _____

Very truly yours,

LORENZA F. PANCHO
 Chairman, LBAC-NCR West Division

By:

Ellen Grace P. Martinez
ELLEN GRACE P. MARTINEZ
 LBAC Secretariat
 E-mail Address: martinezep@sss.gov.ph