



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

PROCUREMENT PLANNING & MANAGEMENT DEPARTMENT  
Tel. No. 8709-7198 loc 5504-5507/6391

May 16, 2022

Sir/Madam:

Please furnish us with your quotation on or before **MAY 25, 2022 @ 5:00 PM** for the items listed in the attached Request for Quotation (RFQ).

Kindly accomplish the Request for Quotation and Bidder's Information and affix your confirmation on the Terms and Conditions by signing the Certification.

Refer to the Instruction to Suppliers for the procedure on the submission of quotation.

Thank you.

Very Truly Yours,

  
**VIOLETA V. JAVAR**  
Acting Head 

PHILGEPS REF NO. : 8685896  
DATE POSTED : 05/20/22  
POSTED BY : ERIKA

### REQUEST FOR QUOTATION (RFQ) FORM

<i>RFQ Number</i> <b>2022-0071</b>	<i>RFQ Date</i> <b>May 16, 2022</b>	<i>ABC</i> <b>P475,000.00</b>	<i>APP Number</i> <b>4<sup>th</sup> Update for the Month of April PAP Code 2022-016A</b>
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<b>Lot No.</b>	<b>Quantity</b>	<b>PARTICULARS</b>	<b>Total Cost</b>
1	100 Pieces	Concept, Design, and Printing of 2021 SSS Annual Report	

**Please submit and completely fill-out the following form/s:**  
*Annex A – Technical Specification / Statement of Compliance*

**Date Receipt of Request for Quotation Form:** \_\_\_\_\_

<b>Price Validity</b>	Three (3) Months
<b>Delivery Terms</b>	Fourteen (14) Calendar Days upon receipt of the duly approved/signed final press proof.
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>• Government Terms</li> <li>• SSS shall withhold the applicable taxes from the amount payable in accordance with BIR regulations.</li> <li>• Payment is upon delivery of items/services, compliance with the conditions cited in Annex A &amp; submission of billing documents.</li> <li>• One-time payment</li> </ul>

<b>BIDDER'S INFORMATION</b>		
<b>Business Name</b>	<b>Address</b>	
<b>Name of Company Representative</b>	<b>Email Address</b>	<b>Telephone/Mobile Number</b>
<b>PhilGEPS Registration No.</b>	<b>SS Number</b>	<b>BIR TIN</b>

**NOTE: The Supplier must ensure to fill-out the owner/company representative signature over printed name and business details. Incompletely filled-out RFQ Form is ground for disqualification of submitted quotation.**

## TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
  - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
  - 30% Surety Bond callable upon demand
2. If two (2) or more suppliers submitted the same price quotation and have been post-qualified as the suppliers with Lowest Calculated and Responsive Quotations, the procuring unit shall use "draw lots" or similar method of chance to break the tie.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be ground for disqualification.
4. Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
5. Award shall be on a per "**LOT BASIS**" and date of conduct/start of the project is subject to change.

## INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **Ms. Madieline Acar** at **8709-7198 local 5330** or via e-mail [acarmil@sss.gov.ph](mailto:acarmil@sss.gov.ph).
2. Supplier should indicate "COMPLY" or "NOT COMPLY" in the STATEMENT OF COMPLIANCE COLUMN. Failure to indicate compliance and non-compliance will mean automatic disqualification.
3. Sealed Quotations may be submitted through the following:
  - a. DROP BOX located at Procurement Planning & Management Dept. (PPMD), 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to Ms. VIOLETA V. JAVAR – Acting Head of the PPMD  
  
Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address, and contact details.
  - b. ELECTRONIC MAIL at **bacsealedquotations@sss.gov.ph** with the following requirements:
    - i. Quotations and attachments should be in portable document format (pdf), compressed/ziped and protected by a password. (See attached Guide in Creating password protected zip file folder.)
    - ii. File name of the zip file folder shall be by **RFQ number and Project Title**.
    - iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.
    - iv. Passwords shall be made available only (**not earlier and not beyond the prescribed schedule**) through email (**bacsealedquotations@sss.gov.ph**) or SMS (09062603807) during opening of bids which is scheduled on:  
**DATE: MAY 26, 2022 TIME: 1:30 PM**
4. After evaluation of offer, the SUPPLIER shall be required to submit complete documentary requirements after receipt of notice or advice from SSS, as follows:
  - a. Valid Mayor's/Business Permit;<sup>1</sup>
  - b. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership);
  - c. Certificate of Registration whichever may be appropriate under existing laws of the Philippines:
    - i. Bureau of Domestic Trade & Industry (BDTI) – Sole Proprietorship

<sup>1</sup> Per GPPB Resolution No. 09-2020, dated 7 May 2020, Expired Business or Mayor's permit with Official Receipt of renewal application and Unnotarized Omnibus Sworn Statement may be submitted for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions subject to compliance therewith after award of contract but before payment.

- ii. Incorporation Papers registered and approved by the Securities & Exchange Commission - Partnership/Corporation
  - iii. Philippine Contractors Accreditation Board License (PCAB) - Contractors/Civil Works
  - iv. Cooperative Development Authority (CDA) – Cooperatives;
- d. Latest Annual Income / Business Tax Return (for ABCs above P500K);
  - e. BIR Certificate of Registration Form 2303;
  - f. SSS ID Number (Employer/Self-Employed);
  - g. Notarized Omnibus Sworn Statement (for ABCs above ₱50,000);<sup>1 and</sup>
  - h. For ABCs amounting to ₱50,000 and below, the Supplier with lowest calculated and responsive quotation/bid shall be required to submit a Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/Corporation.

### **GENERAL CONDITIONS OF THE CONTRACT**

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

## MISCELLANEOUS PROVISIONS

1. **Confidentiality.** Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

4. **Non-Assignment.** Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver.** Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **Cumulative Remedies.** Any and all remedy granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an

administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.
12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.

14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the aforementioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions.** Any suit or proceeding arising out of relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

#### CERTIFICATION

**This is to certify that my company conforms with the above Terms and Conditions, and that the data/quotation indicated is true, correct, and valid.**

\_\_\_\_\_  
Owner/Company Representative  
(Signature over Printed Name)

\_\_\_\_\_  
Date

## ANNEX A. TECHNICAL SPECIFICATIONS

Suppliers/Bidders should indicate "COMPLY" or "NOT COMPLY" to each specification below. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

Item	Specification	Statement of Compliance
<b>CONCEPT, DESIGN, AND PRINTING OF ANNUAL REPORT</b>		
1	<p><b>SCOPE OF WORK</b></p> <ul style="list-style-type: none"> <li>➤ Creative Conceptualization based on SSS Anniversary theme</li> <li>➤ Graphic Design – Page Layout and Composition</li> <li>➤ Preparation of Final Press-ready Artwork</li> <li>➤ Color Separation and Computer Imaging</li> <li>➤ Supervision of Printer on the Printing of 100pcs Annual Report</li> <li>➤ Final Output: <ul style="list-style-type: none"> <li>✓ Total of 100pcs. printed copies, enveloped, and packaged into 25 copies per pack</li> <li>✓ Digitally-enhanced hi-resolution PDF file for electronic distribution/web downloads</li> </ul> </li> </ul>	
2	<p><b>CREATIVE SERVICES</b></p> <ul style="list-style-type: none"> <li>➤ Concept, design, and layout for 100 pages A4-size Annual Report (inclusive of cover), envelope, and complimentary cards</li> <li>➤ Page setting and layout</li> <li>➤ Preparation of three (3) comprehensive studies upon consultation with the AR Committee</li> <li>➤ Preparation of rationale and thematic graphic design</li> <li>➤ Preparation of graphics</li> <li>➤ Preparation of three (3) mock-ups (including final artwork)</li> <li>➤ Computer manipulation, image composition, and enhancement</li> <li>➤ Digitally enhanced PDF file in hi-resolution format</li> </ul>	
3	<p><b>PRINTER REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>➤ Fully integrated commercially-oriented printing plant equipped and capable of producing high-quality publications (e.g. annual report, coffee table book, and other similar publication).</li> </ul>	



4	<p><b>SPECIFICATIONS OF PRINTED ANNUAL REPORT</b></p> <table border="1"> <tr> <td data-bbox="354 284 505 419">Size</td> <td data-bbox="505 284 824 419">AR – Flat/Spread AR – Folded A4 size Envelope Complimentary Card</td> <td data-bbox="824 284 1182 419">16.54" x 11.69" 8.27" x 11.69" 9.37" x 12.80" 5.00" x 5.00"</td> </tr> <tr> <td data-bbox="354 419 505 553">Colors</td> <td data-bbox="505 419 824 553">Cover Inside Envelope Complimentary Card</td> <td data-bbox="824 419 1182 553">Full color Full color One color (one side only) One color (one side only)</td> </tr> <tr> <td data-bbox="354 553 505 688">Paper Stock</td> <td data-bbox="505 553 824 688">Cover Inside Envelope Complimentary Card</td> <td data-bbox="824 553 1182 688">C2S at least 180 lbs. C2S 100 lbs. Bookpaper 70 lbs. C2S 100 lbs.</td> </tr> <tr> <td data-bbox="354 688 505 728">Pages</td> <td colspan="2" data-bbox="505 688 1182 728">100 pages (inclusive of cover)</td> </tr> <tr> <td data-bbox="354 728 505 768">Quantity</td> <td colspan="2" data-bbox="505 728 1182 768">100 pcs.</td> </tr> <tr> <td data-bbox="354 768 505 809">Process</td> <td colspan="2" data-bbox="505 768 1182 809">Offset</td> </tr> <tr> <td data-bbox="354 809 505 849">Printing</td> <td colspan="2" data-bbox="505 809 1182 849">Both sides printing</td> </tr> <tr> <td data-bbox="354 849 505 889">Binding</td> <td colspan="2" data-bbox="505 849 1182 889">Perfect binding</td> </tr> </table> <ul style="list-style-type: none"> <li>✓ With one side UV/matte lamination and metallic stamping logo on cover</li> <li>✓ With die-cutting and gluing for envelope</li> <li>✓ With spot lamination on photos on cover</li> </ul>	Size	AR – Flat/Spread AR – Folded A4 size Envelope Complimentary Card	16.54" x 11.69" 8.27" x 11.69" 9.37" x 12.80" 5.00" x 5.00"	Colors	Cover Inside Envelope Complimentary Card	Full color Full color One color (one side only) One color (one side only)	Paper Stock	Cover Inside Envelope Complimentary Card	C2S at least 180 lbs. C2S 100 lbs. Bookpaper 70 lbs. C2S 100 lbs.	Pages	100 pages (inclusive of cover)		Quantity	100 pcs.		Process	Offset		Printing	Both sides printing		Binding	Perfect binding		
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Quantity	100 pcs.																									
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Printing	Both sides printing																									
Binding	Perfect binding																									
5	<p><b>TIME SCHEDULE</b></p> <p>The total production period from receipt of Notice to Proceed/Purchase Order/Job Order (NTP/PO/JO) is sixty (60) calendar days, inclusive of submission/revision of mock-ups, approval/sign-off of final press proof, and printing of the 2021 Annual Report.</p> <p>Full delivery of 100 printed copies of the 2021 Annual Report to SSS shall be completed within 14 Calendar Days upon receipt of the duly approved/signed final press proof.</p>																									
6	<p><b>Payment to supplier shall be processed upon compliance with the following conditions:</b></p> <ul style="list-style-type: none"> <li>➤ Full delivery of 100 printed copies of the 2021 Annual Report to SSS shall be completed within 14 Calendar Days upon receipt of the duly approved/signed final press proof;</li> <li>➤ Sending of hi-resolution PDF copy of the 2021 Annual Report to SSS through CCD;</li> <li>➤ Return to SSS through CCD of all drawings, designs, images, photos, articles, graphs and tables (saved in CD/DVD format) used in making the 2021 Annual Report and issuance by the supplier of a certification of such action within 30 Calendar Days of completion of the performance of services;</li> <li>➤ Destruction, un-installation, and/or removal of all copies of such data, information, documents in its possession or control, and issuance by the supplier of a certification of such action within 30 Calendar Days of completion of the performance of services; and</li> </ul>																									

	<p>➤ The acceptance by SSS through CCD of all the above.</p>	
7	<p><b>The supplier must submit the following together with their quotation:</b></p> <p>1.) Corporate profile.</p> <p>2.) List of at least Two (2) current and Two (2) past clients within the last three years (with their contact email / numbers.</p> <p>3.) At least Three (3) samples of previous Annual Reports made.</p> <p>4.) Names of personnel or assigned staff members, particularly the Account Manager and Creative / Art Director, and their respective Curriculum Vitae.</p> <p>5.) Sample paper stocks per SSS requirement.</p>	