



June 21, 2022

CANVASS

REQ 2022 – 024

Gentlemen :

Please furnish us with your **sealed quotation** on or before **June 24, 2022** for the supply and installation of doors, windows and other items for the improvement of SSS Fairview Branch Office:

Item No.	DESCRIPTION	Qty.	Unit	Unit Cost	Total Cost
I	General Requirements				
1.00	Renovation permits/clearance signed and sealed as built plans	1.00	lot		
	TOTAL COST – GENERAL REQUIREMENTS				
II	Site Preparation				
1.00	Temporary Facilities (Board Up/Site Enclosure)	1.00	lot		
2.00	Demolition of existing dry wall affected as indicated in the plan (Area: +/- 4.95 sqm)	1.00	lot		
3.00	Demolition of existing glass panel as indicated in the plan (Area: +/- 3.0 sqm)	1.00	lot		
4.00	Chipping of existing floor tiles (Provision for the masonry wall) (Area: +/- 0.29 sqm)	1.00	lot		
5.00	Dismantling, transfer and installation of existing furniture and equipment	1.00	lot		
	TOTAL COST – SITE PREPARATION				
III	Masonry Works				
1.00	Supply and Installation of CHB interior walls, floor to slab. (class A mixture) includes plastering (Area: +/- 10.69 sqm)	10.69	sqm		
	100mm THK CHB				
	Reinforcing Steel, 10mm dia.x6m length Grade 40 (Cut & Bended)				
	G.I. Tie Wire, 0.3m - #16				
	Portland Cement, 40kg bag				
	Screened Sand				
	TOTAL COST – MASONRY WORKS				
IV	Carpentry Works				
1.00	Supply and Installation of double wall partitions. (Area: +/- 39.26 sqm)	39.26	sqm		
	6.0mm thk Fiber Cement Board				
	Metal Tracks (Top & Bottom), 50mm x 75mm x 0.60mm x 3.0m				
	Metal Studs (0.60m O.C. Ver & Hor), 35mm x 76mm x 0.60mm x 3.0m				
	Fiber Glass Mesh Tape, 2"x250ft/roll				
	Fiber Cement Screw				
	Blind Rivets, 1/8" x 3/8"				
	Screw with tox				
2.00	Installation of 16mm THK Acoustic Ceiling Board on CMT Suspended Ceiling System (All affected areas due to new drywall and masonry partition, reuse existing acoustic board) (Area: +/- 22.42 sqm)	22.42	sqm		
	Rectification of existing 16mm Fissured Acoustic Ceiling Board and CMT - Cross Tee (Reuse)				
	CMT - Wall Angle, 1" x 1" x 10' L				
	Threaded Bolt, 1/4" x 3m				
	Expansion Shield, 1/4 "				
	Twisted Hanger				
	Concrete Nails, 1"				

	1.2	Supply and installation of aluminum threshold (100mm x 6m/length)	1	L		
2.00	Other Related Works					
		Deactivation of LPP Ckt. #14 & #15 and UPS Ckt. #4 including the Ckt. Of the air-conditioning unit affected by the new layout.	1	Lot		
3.00	Miscellaneous and Consumable Items					
		Supply and Installation of hangers, supports, including incidental works, material and services needed to complete the project such as but not limited to the following:	1	Lot		
	a.	Electrical Tape, screw, bolts & nuts, fittings, clamps, boxes, and the like materials				
	b.	Chipping & restoration works for electrical conduit chute that may be indirect to the raceway of the new installed modular tables				
TOTAL PROJECT COST						

GENERAL INSTRUCTIONS:	
1.	For uniformity and evaluation purposes, a bidder shall adhere to the herein prescribed format of BOQ, specifically in the formula for computation, given quantity and inclusive pay items. Any deviation from the format shall be a ground for disqualification of bid.
2.	Bidders are not allowed to include any pay items that were not indicated in the BOQ Form.
3.	Mark-up or Indirect Cost as indicated in the BOQ shall include: Overhead Expenses such as office expenses, supervision, transportation allowances, and financing costs (premium on CARI, Bid Security, Performance Security, Surety for Advance Payment, Warranty Security, Construction Bond, etc.), Contingencies, Miscellaneous Expenses and Contractor's Profit Margin
4.	Corresponding cost of material and labor must be provided for all items in the BOQ so as not to constitute an incomplete bid which is a ground for disqualification. In cases where material and labor costs are lumped, or no material or labor cost is required, indicate the same or indicate "0" or "N/A" if given free of charge to SSS. Don't leave the spaces for material and labor costs blank, except as indicated.

End User: SSS Fairview Branch

Total Approved Budget for the Contract: Php314,087.00

Please see attached of the following:

- *BILL OF QUANTITIES*
- *TECHNICAL SPECIFICATIONS*
- *ARCHITECTURAL PLANS*
- *STRUCTURAL PLAN*
- *ELECTRICAL PLAN*

Note: Please accomplished the attached BILL OF QUANTITIES

1. The winning supplier 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.
2. The SSS shall withhold the VAT from the amounts payable to the supplier in accordance with the BIR Regulations.

Price Validity: Three (3) months

This is to certify that my firm/company has paid/updated in all SSS Obligations / contribution payments to the Social Security System.

Signature : _____

Name of Owner/Company Rep : _____

Business Name : _____



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



TERMS AND CONDITIONS

1. Prospect suppliers are highly advised to conduct site inspection. This is to determine all necessary considerations and include the same in their proposal of any incidentals, materials and activities that are necessary to be furnished and executed to complete the project.
2. Price quotation should be made with extra care taking into account the specifications and unit of quantity to avoid errors.
3. All bids in excess of the Approved Budget Contract shall be automatically rejected.
4. Supplier must present demo units of their offered units on the scheduled inspection, if required.
5. The offeror binds himself to this quotation.
6. Completion period: Thirty (30) calendar days upon receipt of Purchase Order.
7. Quotations not using the prescribed/official canvass form/ and/ or unsealed shall automatically be disqualified.
8. Indicate the correct SSS Number of supplier/contractor in the quotation form.
9. Please make certain to affix the signature of the owner, manager or any of its duly authorized representatives in a clear legible manner.
10. Prospect supplier shall offer one (1) sealed quotation only. Alternative bids shall be rejected.
11. Prospect supplier shall be required to submit a Notarized Omnibus Sworn Statement upon notice by by the BAC Division Secretariat.
12. All payments to suppliers/creditors/payees shall be electronically and directly credited to the suppliers/creditors/payees bank accounts. Accounts Information will be requested once the supplier qualifies from the initial evaluation.
13. Please send your **SEALED QUOTATION/CANVASS** to the above address with the following Eligibility Requirements, failure to attach the following legal documents shall be a ground for automatic disqualification of submitted quotation:
 - a) Valid Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration.
 - b) Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
 - c) Valid Certificate of PhilGEPS Registration/Number
 - d) Latest Form SSS R5 Contributions Payment
 - e) BIR Certificate of Registration (Form 2303)

Very truly yours,


LIBERTY A. GORDOVEZ
Chairperson, BAC Division

PLEASE SIGN YOUR :

NAME : _____

BUSNAME : _____

ADD : _____

SS EMPLOYER ID NO : _____

TIN NO. : _____

TEL/FAX NO. : _____