



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

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

August 25, 2022

Sir/Madam:

Please furnish us with your quotation on or before **AUGUST 31, 2022 @ 5:00 PM** for the items listed in the attached **Request for Quotation (RFQ)**.

Kindly accomplish the **RFQ Form** together with the **Bidder's Information** and indicate 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,

**BY: BILLY V. DIBDIB**

**(ON LEAVE)**

**VIOLETA V. JAVAR**

Acting Head

PHILGEPS REF NO.:	<u>8959857</u>
DATE POSTED	: <u>08/25/22</u>
POSTED BY	: <u>AMY</u>

## REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number <b>2022-0218</b>	RFQ Date <b>August 25, 2022</b>	ABC <b>P 459,324.92</b>	APP Number <b>Update for the Month of April PAP 2022-006A</b>
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Lot No.	P A R T I C U L A R S	Total Cost
1	<b>Specialty Work Items of SSS Marikina Branch Office located at 3F, Xeland, Gil Fernando Ave., cor. Guerilla St., Marikina City:</b>  <b>Supply, Delivery, and Installation of the following:</b> <ul style="list-style-type: none"> <li>• Branch Signages</li> <li>• Sunscreen Roller Shades</li> <li>• Frosted Stickers</li> <li>• Infant's Diaper Changing Table</li> </ul>	
<p style="color: blue;">Please completely fill-out and submit the following form/s:  <b>Annex A – Scope of Works and Material Specifications</b>  <b>Annex B – Bill of Quantities</b>  <b>Annex C – Architectural / Drawing Plans</b></p>		
<b>Price Validity</b>	Three (3) Months	
<b>Delivery Terms</b>	<ul style="list-style-type: none"> <li>• Thirty (30) Calendar Days upon receipt of Approved Purchase Order / Job Order.</li> </ul>	
<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 the BIR regulations.</li> <li>• Payment is upon delivery of items/services and submission of billing documents.</li> <li>• One-time payment</li> </ul>	

BIDDER'S INFORMATION		
<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 details of its business and of the owner/company representative, with signature over printed name. Incompletely filled-out RFQ Form is a 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 a 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 the date of conduct/start of the project is subject to change.

## INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **Mr. Nathaniel B. Rodriguez, Jr. / Mr. Hanz Howard Roy F. Sabordo, Jr.** of BEMSD at 8709-7198 loc. 5746, 5747, 6307, 6450, 6451 or via e-mail [sabordohf@sss.gov.ph](mailto:sabordohf@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 through email (**bacsealedquotations@sss.gov.ph**) or **SMS (09062603807)** during opening of bids which is scheduled on:  
**DATE: SEPTEMBER 1, 2022 TIME: 1:30 PM – 2:00 PM**
4. After evaluation of offer, the SUPPLIER shall be required to submit complete documentary requirements after receipt of notice or advise from the 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 & 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 remedies 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 or 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. SCOPE OF WORKS AND 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.

<b>Supply, Delivery, and Installation of Branch Signages, Sunscreen Roller Shades, Frosted Stickers, and Infant's Diaper Changing Table for SSS Marikina Branch Office</b>		
<b>Item</b>	<b>Scope of Works and Material Specifications</b>	<b>Statement of Compliance</b>
<b>1. <u>Branch Signages</u></b>		
	a. Supply, delivery, and installation of 7.00m L x 0.90m H x 0.20m thk. Wall Mounted Storefront Horizontal Signage including LED lighting and power supply.	
	b. Supply, delivery, and installation of Interior Directional Signage.	
	c. Supply, delivery, and installation of 7.00m L x 0.90 m H x 0.20m thk. Wall Mounted Vertical Outdoor Signage including all necessary civil and electrical works.	
<b>Particulars / Description</b>		
	<p><b>Material Specifications</b></p> <p>1. Storefront Horizontal and Vertical Signage</p> <ul style="list-style-type: none"> <li>- 4mm thk. Aluminum Composite Panel</li> <li>- Aluminum sub-framing and accessories</li> <li>- 50mm thk. built-up embossed Acrylic Logo</li> <li>Color: white</li> <li>- 50mm thk. built-up embossed Acrylic Letters</li> <li>Color: white</li> <li>Font: Eramis Demi ITC</li> <li>- LED lighting including power supply, switches, conduits, outlets and necessary accessories</li> </ul> <p>2. Indoor Signage</p> <ul style="list-style-type: none"> <li>- Acrylic Plastic</li> <li>Color: Pantone Blue/White for wall and ceiling mounted</li> <li>- Acrylic Plastic</li> <li>Color: Pantone Blue/White for wall and ceiling mounted</li> <li>- Cut-out Sticker background</li> <li>Color: Pantone Blue/White</li> </ul> <p><b>Size:</b> refer to BOQ and Drawing Plans</p>	



Item	Scope of Works and Material Specifications	Statement of Compliance
<b>2. <u>Sunscreen Roller Shades</u></b>		
	a. Supply, delivery and installation of sunscreen roller shades as specified in the BOQ.	
	<b>Particulars / Description</b>	
	<p><b>Material Specifications</b></p> <p><i>1. Sunscreen Roller Shade</i>  <i>Chain-operated roller system with #10 plastic or metal beads operating loop with upper and lower stops &amp; with Universal mounting brackets</i></p> <p><i>Fabric Specifications:</i></p> <ul style="list-style-type: none"> <li>- Roll-up Polyester / Polymer Shade</li> <li>- 30% Polyester, 70% PVC</li> <li>- 1% Openness factor, 1.08mm thickness</li> <li>- Weight= 810g/m<sup>2</sup> ±5%</li> <li>- Tensile Strength= Warp 291.5kg / Weft 100.3kg</li> <li>- Tearing Strength= Warp 10.9kg / Weft 5.8kg</li> <li>- 98% UV blockage, USA NFPA 701 Fire rating</li> <li>- Oeko-Tex® Standard 100</li> </ul> <p><b>Size:</b> refer to BOQ and actual window size  <b>Color:</b> White (series 5000) or submit sample for approval</p> <p><b>Quality of Materials</b></p> <p>All materials shall be new, free from defects, passed and conformed to International Standard and Philippine Standard set forth by Bureau of Product Standards - Department of Trade and Industry.</p> <p><b>Materials Submittals</b></p> <p>The Contractor shall submit samples of finishes and materials that are not SSS specified brand / products for approval by the SSS prior to installation / application</p>	
<b>3. <u>Frosted Stickers</u></b>		
	a. Supply, delivery and installation of frosted stickers as specified in the BOQ.	
	<b>Particulars / Description</b>	
	<p><i>1. Frosted Stickers</i></p> <ul style="list-style-type: none"> <li>- <i>Either with SSS Logo and text, or plain</i></li> </ul> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>- <i>Surface Finish: Matte</i></li> <li>- <i>Visible Light Reflectance: 12 %</i></li> <li>- <i>Visible Light Transmittance: 72 %</i></li> </ul>	

Item	Scope of Works and Material Specifications		Statement of Compliance
<b>3. Infant's Diaper Changing Table</b>			
	a. Supply, delivery and installation of 1 unit Infant's Diaper Changing Table with the following specifications:		
	<i>DESIGN</i>	<i>Foldable, wall mounted, horizontal infant changing table with mounting kit, adjustable restraint belt, built-in shelf, hooks for diaper bag or purse on both sides and dispenser for disposable liners (meets safety standards)</i>	
	<i>DIMENSION</i>	<i>845mm (L) x 546mm (W) x 102mm (H)</i>	
	<i>CONSTRUCTION</i>		
	<i>Material</i>	<i>Hard plastic with antimicrobial protection</i>	
	<i>Weight Capacity</i>	<i>Up to 50 lbs. (22 kgs.)</i>	
	<i>Hinge</i>	<i>Concealed pneumatic cylinder and hinge structure</i>	
	<i>Color</i>	<i>White or platinum or gray</i>	
			
<b>Other Requirements</b>			
	Materials and work deemed necessary to complete the project but not specifically mentioned in the specifications, working drawings or in the other contract documents are inferred and shall be supplied, installed and rendered by the contractor without extra cost to the owner. Such material shall be of the highest quality available, installed and applied in workmanlike manner at prescribed or appropriate locations.		
	<b>WORKMANSHIP</b> All required phases of works shall be done by skilled and competent men who are regularly engaged or specialized in the type of work specified. Workmanship shall be the very best trade practice.		
	<b>SITE EXAMINATION</b> Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work. Measure every existing work/structure at site. Verify all given dimensions and deviations in the plans/drawings and Bill of Quantities. It shall be understood that the work covers all exposed external surfaces regardless of measurements made.		

Item	Scope of Works and Material Specifications	Statement of Compliance
	<p><b>PROTECTION OF WORK AND PROPERTY</b></p> <p>Provide adequate protection on the existing furniture, equipment, and other areas not affected by the work specified. Place warning signs where work is being undertaken. Remove work materials damage by the failure to provide protection. Replace with new work materials at no extra cost to the Owner.</p>	
	<p><b>SUBMITTALS</b></p> <p>The Contractor shall submit samples of finishes, furnished materials and equivalent materials for approval by the Branch Inspectors prior to installation / application.</p>	
	<p><b>CLEANING</b></p> <p>Leave premises clean, neat and orderly. Remove all stains, spots, blemishes, soil dirt from all finished work. Remove all excess materials, soil, used containers, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work.</p>	
	<p><b>NOTE</b></p> <p>All drawings must be verified on site by the contractor. All discrepancies should be reported immediately to the architect and project managers. Contractors are to prepare and submit shop drawings to the architect prior to commencement of works</p>	

## ANNEX B. BILL OF QUANTITIES

I. Branch Signages					
Item	Description	Qty.	Unit	Unit Cost	Total Cost
1. Vertical Outdoor Signage (7.00m x 0.90m x 0.20m – Wall Mounted “Supply and Installation of Outdoor Signage”)					
1.1 Signage					
	a. 4mm thk. Aluminum Composite Panel – 7000mm (W) x 900mm (H) x 200mm thk. 1 set	15.76	sq. m.		
	b. Aluminum sub-framing & accessories – 7000mm (W) x 900mm (H) x 200mm thk. 1 set	15.76	sq. m.		
	c. SSS Logo (638mm (L) x 500mm (W) x 50mm thk. embossed White Acrylic Plastic) – 1 set	3.43	sq. ft.		
	d. "SOCIAL SECURITY SYSTEM" Letters (Embossed Acrylic) – 1 set	6.55	sq. ft.		
	e. "MARIKINA BRANCH" Branch name (Embossed Acrylic)	6.55	sq. ft.		
	f. LED light including Wires, outlets, conduits & necessary accessories	1.0	lot		
	g. LED light power supply including accessories	1.0	lot		
	1.2 Assembly and Dismantling of Scaffoldings	1.0	lot		
				<b>Sub-total</b>	
2. Supply and Installation of Interior Directional Signs and Storefront Signage					
2.1 Interior Directional Signages					
	a. Acrylic Signages, Drop Ceiling Mounted	6.0	pcs.		
	b. Acrylic Signages, Ceiling Mounted	19.0	pcs.		
	c. Acrylic Signages, Wall Mounted	9.0	pcs.		
	d. Acrylic Signages, Glass Mounted	4.0	pcs.		
	e. Acrylic Signages, Door Mounted	4.0	pcs.		
	f. Acrylic plastic MAC number call out	6.0	pcs.		
				<b>Sub-total</b>	

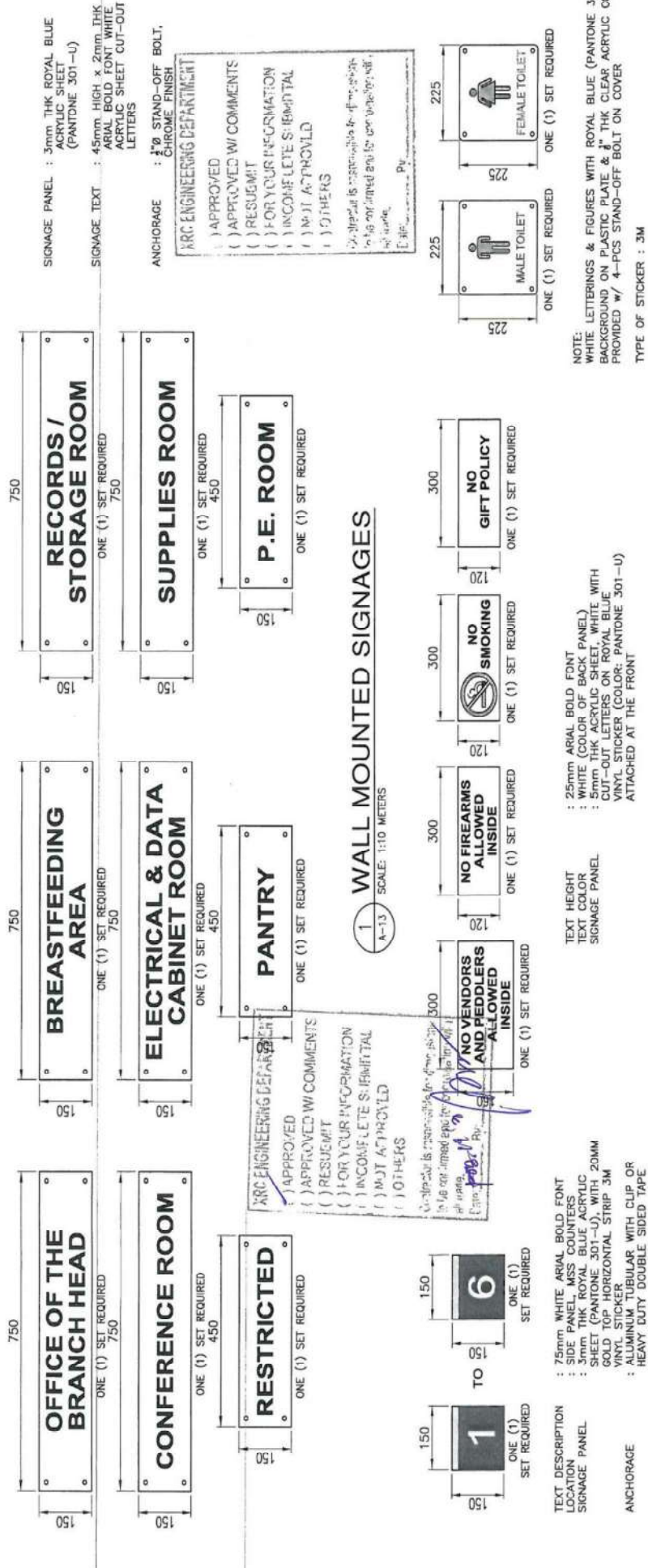
Item	Description	Qty.	Unit	Unit Cost	Total Cost
<b>2.2 Storefront Wall Mounted Horizontal Signage- Single Face (7.00m L x 0.90m H x 0.10m thk)</b>					
a.	4mm thk. Alum. Composite Panel	7.88	sq. m.		
b.	Aluminum Sub-Framing & Accessories	7.88	sq. m.		
c.	SSS Logo (Embossed Acrylic) - 50 mm thk	3.43	sq. ft.		
d.	SSS Letters (Embossed Acrylic) - 50mm thk	6.55	sq. ft.		
e.	Branch Name (Embossed Acrylic) - 50mm thk	6.55	sq. ft.		
f.	LED Light including wires, outlets, conduits and necessary accessories	1.0	lot		
g.	LED Light Power Supply including accessories	1.0	lot		
				<b>Sub-total</b>	
<b>Total Cost – I. Branch Signages =</b>					
<b>II. SUNSCREEN ROLLER SHADES</b>					
Item	Description	Qty.	Unit	Unit Cost	Total Cost
<b>Sunscreen Roller Shades</b>					
1.	2.58m (W) x 2.75m (H) Storefront	1.0	lot		
2.	3.63m (W) x 2.75m (H) Storefront	1.0	lot		
3.	4.58m (W) x 2.75m (H) Storefront	1.0	lot		
<b>Total Cost – II. Sunscreen Roller Shades=</b>					
<b>III. Frosted Stickers</b>					
Item	Description	Qty.	Unit	Unit Cost	Total Cost
<b>Frosted Stickers</b>					
1.	2.58 m (W) x 1.20 m (H) Frosted Stickers w/ SSS Logo	1.0	lot		
2.	3.63 m (W) x 1.20 m (H) Frosted Stickers w/ SSS Logo	1.0	lot		
3.	4.58 m (W) x 1.20 m (H) Frosted Stickers w/ SSS Logo	1.0	lot		
4.	0.85 m (W) x 1.20 m (H) Frosted Stickers w/ SSS Logo	1.0	pc.		
5.	1.15 m (W) x 1.20 m (H) Frosted Stickers w/ SSS Logo	2.0	pcs.		
6.	Frosted Sticker w/Text - Main Entrance, Glass Door 1	1.0	pc.		
7.	Frosted Sticker w/Text - SSIT/Info Kiosk & Medical Evaluation Center	1.0	pc.		

8. Frosted Sticker - BH Room and Conference Room, GWP1	4.0	pcs.		
9. Frosted Sticker – Medical Evaluation Center	5.0	pcs.		
<b>Total Cost – III. Frosted Stickers =</b>				
<b>IV. Infant’s Diaper Changing Table</b>				
<b>Item</b>	<b>Qty.</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1. Infant’s Diaper Changing Table	1.0	pc.		
<b>Total Cost – IV. Infant’s Diaper Changing Table =</b>				
<b>GRAND TOTAL COST</b>				









SIGNAGE PANEL : 3mm THK ROYAL BLUE ACRYLIC SHEET (PANTONE 301-U)  
 SIGNAGE TEXT : 45mm HIGH x 20mm THK ARIAL BOLD FONT WHITE ACRYLIC SHEET CUT-OUT LETTERS  
 ANCHORAGE : 1/8" STAND-OFF BOLT, CHROME FINISH

**AIRC ENGINEERING DEPARTMENT**

( ) APPROVED  
 ( ) APPROVED W/ COMMENTS  
 ( ) RESUBMIT  
 ( ) FOR YOUR INFORMATION  
 ( ) INCOMPLETE SUBMITTAL  
 ( ) NOT APPROVED  
 ( ) OTHERS

On Approval is responsible for affixing signages to the wall and for any damage to the wall.

Engr. ...

**1 WALL MOUNTED SIGNAGES**  
 SCALE: 1:10 METERS

TEXT DESCRIPTION  
 LOCATION  
 SIGNAGE PANEL

ANCHORAGE  
 HEAVY DUTY DOUBLE SIDED TAPE (VERIFY)

TEXT HEIGHT : 75mm ARIAL BOLD FONT  
 TEXT COLOR : WHITE (COLOR OF BACK PANEL)  
 SIGNAGE PANEL : 5mm THK ROYAL BLUE ACRYLIC SHEET (PANTONE 301-U) WITH 20MM GOLD TOP HORIZONTAL STRIP 3M

NO VENDORS AND PEDDLERS ALLOWED INSIDE  
 ONE (1) SET REQUIRED

NO FIREARMS ALLOWED INSIDE  
 ONE (1) SET REQUIRED

NO SMOKING  
 ONE (1) SET REQUIRED

NO GIFT POLICY  
 ONE (1) SET REQUIRED

MALE TOILET  
 ONE (1) SET REQUIRED

FEMALE TOILET  
 ONE (1) SET REQUIRED

NOTE:  
 WHITE LETTERINGS & FIGURES WITH ROYAL BLUE (PANTONE 301-U) BACKGROUND ON PLASTIC PLATE & 1/8" THK CLEAR ACRYLIC COVER PROVIDED W/ 4-PCS STAND-OFF BOLT ON COVER  
 TYPE OF STICKER : 3M

NUMBER COUNTER  
**2 SIGNAGE DETAIL**  
 SCALE: 1:10 METERS

 <b>SOCIAL SECURITY SYSTEM</b> BRANCH OFFICES AND MANAGEMENT SERVICES DEPARTMENT	PROJECT TITLE: Proposed Floor Plan Layout for the Relocation of SSS MARIKINA BRANCH	RECOMMENDING APPROVAL: DIVISION/SECTION: ... APPROVED FOR IMPLEMENTATION AND AS ISSUED/OWNER:  <b>GLORIA Y. CLUSIA</b> DEPARTMENT MANAGER (I) - BEISD	TECHNICAL SECTION: DESIGNED & DRAWN BY: Ar. Kristelle Paloma SP, Saliba - Jr. Architect REVIEWED & CHECKED BY: Ar. Hazel ... Ar. Hazel ...	SHEET NO. <b>A-13</b> DATE: 20, 2018
	LOCATION: 3/F Xiland, Gil Fernando Ave. cor. Guadalupe St., Marikina City	ALL DRAWINGS MUST BE IN ACCORDANCE WITH THE SSS DESIGN AND CONSTRUCTION STANDARDS. THE PROJECT MANAGER SHALL BE RESPONSIBLE FOR THE PROPER USE OF THE DRAWINGS.		

