



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	10114019
<b>Procuring Entity</b>	SOCIAL SECURITY SYSTEM - WESTERN VISAYAS DIVISION 1
<b>Title</b>	MESSENGERIAL SERVICES OF SSS VISAYAS WEST 1 DIVISION BRANCH OFFICES AND UNITS ( SSS Bacolod, SSS Bacolod East, SSS Bago, SSS Bais, SSS Dumaguete, SSS Kabankalan, SSS Sagay, SSS San Carlos, SSS Victori
<b>Area of Delivery</b>	Negros Occidental

<b>Solicitation Number:</b>	VW1-22-2023	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Freight Forwarder Services		
<b>Approved Budget for the Contract:</b>	PHP 213,612.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	4 Month/s		
<b>Client Agency:</b>		<b>Date Published</b>	09/09/2023
<b>Contact Person:</b>	KATHYRINE NACIONALLES VENERACION CEO I 2nd Lacson St., Brgy 17 Bacolod City Negros Occidental Philippines 6100 63-034-4416614  veneracionkn@sss.gov.ph	<b>Last Updated / Time</b>	08/09/2023 09:22 AM
		<b>Closing Date / Time</b>	18/09/2023 01:00 AM

#### Description

MESSENGERIAL SERVICES OF SSS VISAYAS WEST 1 DIVISION BRANCH OFFICES AND UNITS ( SSS Bacolod, SSS Bacolod East, SSS Bago, SSS Bais, SSS Dumaguete, SSS Kabankalan, SSS Sagay, SSS San Carlos, SSS Victorias, and Office of the Head VW1 & Legal Department VW1 ) FOR SEPTEMBER TO DECEMBER 2023.

#### Specifications:

- The service provider must have a reputable track record in a nationwide courier services for a minimum of 3 years and must have a satisfactory rating of performance if have entered into similar contract with the SSS.
- The service provided must have the capacity to accomplish the following:
  - Must pick up outgoing pouches or parcel between 3:30 P.M. to 4:30 P.M. at Office of the Head VW1, Legal Department, SSS Bacolod, SSS Bacolod East, and SSS Dumaguete branch offices during Mondays to Fridays and delivery if ever shall be made Mondays to Saturdays.
  - Must pick-up outgoing pouches or parcel between 3:30 P.M. to 4:30 P.M. within a minimum of three (3) times a week at SSS Bago, SSS Bais, SSS Kabankalan, SSS Sagay, SSS San Carlos and SSS Victorias during Mondays to Fridays including the deliveries.
  - Ensure the on time delivery of mails, packages and documents/publications based on the delivery period as stated in the attached Schedule of Requirements (Annex A).
- Must have an online delivery tracking system.
- Must provide a clear and durable pouches for its packaging, for easy identification and for the safety its content.

5. Must have entered into a similar contract with the other government agencies.

Office of the Head - Visayas West 1 Division - ABC P39,121.00  
 Bacolod Branch - ABC P44,942  
 Bacolod East Branch - ABC P7,488.00  
 Bago Branch - ABC P 9,665.00  
 Bais Branch - ABC P 19,421.00  
 Dumaguete Branch - ABC P 27,689.00  
 Kabankalan Branch - ABC P 16,710.00  
 Sagay Branch - ABC P 16,077.00  
 San Carlos Branch - ABC P13,064.00  
 Victorias Branch - ABC P 14,352.00  
 Legal Department VW1 - ABC P 5,083.00

Note: Quoted amount above the Grand Total ABC shall be disqualified.  
 GRAND TOTAL ABC = P 213,612.00

Name of Proponent – Visayas West 1 Division . Purchase Request dated\_09/01/2023\_received by LBAC dated  
 09/07/2023 with Request # 2023-168

APP Details: (APP No. PAP 2023-0400; Particulars: 6002001007-121320131 Messengerial Services; Various Offices;  
 Mode of Procurement – NP-Small Value Procurement)

Delivery Terms: Shall be on staggered basis up to December 2023

Payment Terms: Government Terms ( Payment shall be on the actual services made or rendered and upon the  
 submission of the billing statements and supporting documents).

Price validity : 3 months or during the duration of the contract.

#### Other Information

NOTE/S:

- 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) In case two or more suppliers submitted the same price quotation and have been evaluated as the Lowest Calculated and Responsive Quotation, submission of best offer in a sealed envelope to be dropped at the drop box located at 2nd Flr, SSS Main Building, 2nd Lacson St., Bacolod City or password-protected zipped file folder send via e-mail at veneracionkn@sss.gov.ph shall be adopted as the tie-breaking method to finally determine the single winning supplier.
- 3) Supplier shall be required to indicate his PhilGEPS Registration Number on the Request for Quotation form.
- 4) SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 5) Alternative offer shall not be allowed.
- 6) Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
- 7) Award shall be per "(LOT) BASIS".
- 8) For clarification of details, please contact Kathyrine N. Veneracion, CEO I at, SSS Bacolod East Branch at Tel. No. 441-6599.
- 9) "Sealed Quotations may be submitted through the following:
  1. SEALED ENVELOPE to be dropped at the drop box located at 2nd Flr, SSS Main Building, 2nd Lacson St., Bacolod City. The sealed envelope shall be addressed to Ms. KATHYRINE N. VENERACION – LBAC Secretariat, indicate the RFQ Form number, company name, name of company representative, business address and contact details.
  2. VIA ELECTRONIC MAIL at veneracionkn@sss.gov.ph with the following requirements:
    - a. Quotations and attachments should be in portable document format (pdf) and a compressed/zipped and protected by a password (see attached Guide in Creating password protected zip file folder).
    - b. Name the zip file folder by RFQ number and the Project Title
    - c. 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.
    - d. Passwords shall be made available only (not earlier and not beyond the prescribed schedule) thru email (sarmientomp@sss.gov.ph) which is scheduled on: Date : \_\_\_\_\_ Time : \_\_\_\_\_"

**Created by** KATHYRINE NACIONALES VENERACION

**Date Created** 08/09/2023

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