



Republic of the Philippines
SOCIAL SECURITY SYSTEM
 Bacolod Branch
 Lacson St., Bacolod City
 Tel. Nos. (034) 433-2293
 Email Add: bacolod@sss.gov.ph



Memo Request No.: BA23-019

MEMORANDUM

FOR :

[Signature]
MA. SHEILA V. GALENO
 CHAIRPERSON
 BACD, VW1 DIV

[Signature]
LILANI B. BENEDIAN, M.D.
 VP, VISAYAS WEST I DIVISION

OCT 09 2023

SOCIAL SECURITY SYSTEM
 VISAYAS WEST DIVISION
 R NO: 2023-194/jm

SUBJECT : **PROCUREMENT OF CANON TONER FOR BACOLOD BRANCH**

DATE : 10/06/2023

This is to respectfully request to undertake a Small Value Procurement for the above mentioned project in accordance with Section 53.9 of the Implementing Rules & Regulations of Republic Act No. 9184.

Project Description	(specify technical specifications)
PROCUREMENT OF CANON TONER FOR BACOLOD BRANCH	5 units CANON TONER for LBP 6780X /324 II Brand New Compatible (Printing yield: 12,500 pages)
QTY: 1 lot	
Per Approved Budget	50,000.00 <i>[Signature]</i> 10/6/23
Approved Budget for the Contract to be advertised	₱50,000.00
Per APP <i>Initial</i>	2023-074
Item# per APP	
Account Code/Source of Fund	6002004002 Cost Center 1213200131
Mode of Procurement	NP 53.9 SMALL VALUE PROCUREMENT
Delivery Period	within 30 days upon issuance of JO
Other requirements, if any (sample, demo, inspection, etc.)	

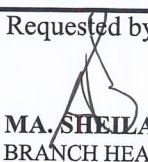
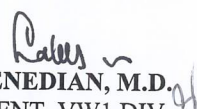
[Signature]
ERNESTO D. JUAYONG JR.
 Acting Assistant Branch Head

**Republic of the Philippines
SOCIAL SECURITY SYSTEM
PURCHASE REQUEST FORM**

Entity Name: **BACOLOD BRANCH**

VOIP/Tel No.:

7001 Fund Cluster:

Office/Section : <u>ADMINISTRATIVE SECTION</u> *		PR No.: _____	Date: 10/05/2023		
		Responsibility Center Code : 121320011			
Stock/ Property No.	Unit*	Item Description*	Quantity*	Unit Cost	Total Cost
	lot	PROCUREMENT OF CANON TONER FOR BACOLOD BRANCH			
	pc	Canon Toner for LBP6780x/324 II	5	10,000.00	50,000.00
		Brand new compatible			
		(Printing yield: 12,500 pages)			
					50,000.00
Purpose: <i>For branch consumption/use:</i>					
PROCUREMENT OF CANON TONER FOR BACOLOD BRANCH					
Requested by:			Approved by:		
Signature : 			Signature : 		
Printed Name : MA. SHEILA V. GALENO			Printed Name : LILANI B. BENEDIAN, M.D.		
Designation : BRANCH HEAD III			Designation : VICE PRESIDENT, VW1 DIV.		

- 1.) Kindly observe the fields with asterisks to fill out the PR Form properly and completely.
- 2.) For requests amounting to P 15,000.00 & below – Approval of the respective Department Head.
- 3.) For requests amounting to P 15,000.01 – P 200,000.00 – Approval of the respective Division Head.
- 4.) For requests amounting to P 200,000.01 – P 700,000.00 – Approval of the respective Group Head.
- 5.) For requests amounting to P 700,000.01 – P 1,000,000.00 – Approval of the respective Sector Head

MARKET RESEARCH

PROCUREMENT OF CANON TONER FOR BACOLOD BRANCH

Project Description

Technical Specifications


5 units CANON TONER for LBP 6780X /324 II
Brand New Compatible (Printing yield: 12,500 pages)

Approved Budget: ₱50,000.00

Cost Component	Suppliers	
	ALGORITHM COMPUTER SERVICES (original canon toner)	NEEDINK
BCG		
Cost/Market Price	75,500.00	
Incidental Expenses (freight/shipping, etc)	0.00	32,500.00
Delivery Charge	0.00	0.00
Estimated Price	0.00	0.00
Add: Mark-up of 5%	0.00	0.00
Total Cost/Market Price	75,500.00	32,500.00
Average Price		42,000.00
		50,000.00

Approved budget for the contract to be advertised (ABC)

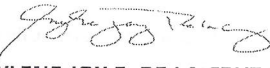
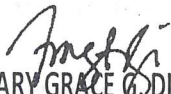

Prepared by:


SHERRYL R. GUANZON
JAA, Admin. Section

Reviewed by:


ERNESTO D. JUAYONG JR.
Acting Assistant Branch Head

CERTIFICATE OF BUDGET AVAILABILITY

PROPOSER / REQUESTING DEPT./BRANCH	OSD/SSS BACOLOD
DATE	4. Sep. 2023
PROJECT DESCRIPTION	Toner-Canon Toner for LBP 6780x/324 II-5 pcs
APPROVED BUDGET FOR THE CONTRACT (ABC)	₱50,000
SOURCE OF FUND	Procurement of various Supplies not in the DBM Catalogue (PAP Code: 2023-074)-(Small Value Procurement)
REMARKS, IF ANY	NONE STOCK Subject to procurement law/policies and usual accounting /auditing rules and regulations.
PREPARED AND EVALUATED BY:	 <u>MYLENE JOY E. DE LA CRUZ</u> SSO II, OSD
REVIEWED AND RECOMMENDED FOR APPROVAL BY:	 <u>MARY GRACE CODIGAO</u> CEO II, OSD
APPROVED BY:	 <u>WENDELINO V. COMBOY, JR.</u> Department Manager III, Office Services Department

Code (PAP)	Procurement Project	PMO / End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity						Source Of Funds	Estimated Budget (Php)			Remarks (brief description of project)
					Advertisement/ Posting of IBREI	Submission/ Opening Of Bids	Notice Of Award	Contract Signing	Total	MOOE		CO			
123-0069	ELECTRICAL CABLING AND SPECIALTY WORKS AND E-CENTER FACILITIES	BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT	NO	NP - SMALL VALUE PROCUREMENT	MAY	N/A	JUNE	JULY	COB	₱8,247,918.00	₱8,247,918.00	₱0.00	POOL (FOR VARIOUS BRANCHES)		
123-0070	PRINTING OF TARPULIN STREAMERS	OFFICE SERVICES DEPARTMENT	NO	NP - SMALL VALUE PROCUREMENT	APRIL	N/A	MAY	JUNE	COB	₱1,310,072.00	₱1,310,072.00	₱0.00	POOL (FOR VARIOUS OFFICES)		
123-0071	66TH ANNIVERSARY LOBBY EXHIBIT	OFFICE SERVICES DEPARTMENT	NO	NP - SMALL VALUE PROCUREMENT	MARCH	N/A	APRIL	MAY	COB	₱283,500.00	₱283,500.00	₱0.00			
123-0072	REPAIR AND RENOVATION FOR IP/ROPA PROPERTIES	ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	NO	NP - SMALL VALUE PROCUREMENT	APRIL	N/A	MAY	JUNE	OTHERS	₱1,500,000.00	₱1,500,000.00	₱0.00	POOL (FOR NCR PROPERTIES) INVESTMENT INCOME		
123-0073	FURNITURE AND EQUIPMENT FOR IP/ROPA PROPERTIES	ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT	NO	NP - SMALL VALUE PROCUREMENT	JUNE	N/A	JULY	AUGUST	OTHERS	₱1,000,000.00	₱1,000,000.00	₱0.00	INVESTMENT INCOME		
123-0074	PROCUREMENT OF SUPPLIES AND MATERIALS NOT IN THE DBM-PS CATALOGUE	OFFICE SERVICES DEPARTMENT	NO	NP - SMALL VALUE PROCUREMENT	MARCH	N/A	APRIL	MAY	COB	₱2,000,000.00	₱2,000,000.00	₱0.00			

for