



Republic of the Philippines
SOCIAL SECURITY SYSTEM
VISAYAS WEST 2 DIVISION

RFQ No. :

SEALED CANVASS FORM

REQUEST FOR QUOTATION

_____ Date

Sir / Madam:

Please furnish us with your quotation by filling up enclosed inside in a Sealed Envelope with markings on or before

_____ at _____, SSS Visayas West 2 Division, 2/F GT Plaza Mall, Molo, Iloilo City for the following Item/s:

No.	UNIT	PARTICULARS	Unit Cost	Total Cost
	LOT	Procurement of 2020 Messengerial Services of Visayas West 2 Division and its Branches		P _____
		Item No. Office/Branch ABC		
		1 VW2 Division 39,000.00		
		2 Aklan 151,850.00		
		3 Antique 83,960.00		
		4 Iloilo Central 168,430.00		
		5 Iloilo Molo 48,210.00		
		6 Roxas <u>74,932.00</u>		
		TOTAL 566,382.00		
		ABC 566,382.00		
		SPECIFICATIONS		
		1. The service provider must be operating a nationwide courier service for a minimum of 3 years;		
		2. The service provided must have the capacity to accomplish the following: - Pick up of documents from all branches under Visayas West 2 including its corresponding service offices and delivery of documents and parcels to all SSS branches and service offices nationwide; - Ensure on time delivery of mails, packages and budgetary documents/ publication based on the <u>Schedule of Requirements</u>		
		3. Must have an online document tracking system;		
		4. Can provide receipt tickets upon pick up;		
		5. Provide a clear pouch for its packaging, for easy identification of the content of each package.		

Delivery Terms: 7 Calendar Days from receipt of notarized Memorandum of Agreement

Mode of Procurement: SMALL VALUE PROCUREMENT

Payment Terms: Supplier shall be paid in accordance to Government Terms.

Price validity: Three (3) months

GENERAL CONDITIONS:

- Messengerial or courier service provider shall submit this Request for Quotation duly filled up together with the latest Mayor's Permit, Philgeps Registration No., BIR 2303, Sample Receipt and Omnibus Sworn Statement, if ABC is greater than P50,000.00.
- Price quoted shall be inclusive of VAT and shall be applicable from January 2019 to December 2019
- For canvass with an ABC of P 100,000.00 and above, the winning bidder 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.
- SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract (Section 41, 2016 RA 9184)
- The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- For Inquiries, Please call **Troy. T. Magbanua/ Marcel R. De la Cruz**; Tel No. 320-2961

Reminder: **Price Quotation shall be made with extra care when filling up on the next pages taking into account the number of pieces and the unit of quantity to avoid errors.**

Very Truly Yours,

TROY T. MAGBANUA
CEO II - AGAS
Tel. No. (033) 3302961

Email Address : visayaswest2@sss.gov.ph

This is to certify that my Company is updated in the payment of contributions and loans to SSS and after having carefully read and accepted your General Conditions, we bind ourselves to the price quoted on the space provided above.

Owner/Company Representative
(Sign over Printed Name)

Please indicate below your Business Name, Address and Telephone Number and Date Received.

Business Name: _____
Business Address: _____
E Mail Address: _____ **Tel. No.:** _____
PhilGeeps Registration No. _____ **TIN No.** _____
Your Business SSS Number: _____
Date Received : _____