



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



8-Near SSS Bldg. Pasig Ave. Diliman DC  
Tel. No. 622-2432 Fax No. 622-2432

June 12, 2020

**CANVA SS**

REQ 2020 - 028

Gentlemen :

Please furnish us with your quotation on or before **June 15, 2020** for the supply, delivery and installation of accessories and materials for SSS Malookan Branch Office.

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
(A)	(B)	(C)	(D)	(E)	(F)
<b>I. WINDOW ROLLER SHADES</b>					
1	1/2" Glass Partition Panel, 3.20m W x 2.20 m H (70.87 sq Ft)	1.00	pcs		
2	1/2" Glass Partition Panel, 1.20m x 2.20m x 4.00m x 2.20m W x 2.20 m H (112.64 sq Ft)	1.00	pcs		
3	1/2" Glass Partition Medical Section, 3.20 m x 1.20m (76.82 sq Ft)	1.00	pcs		
4	1/2" Glass Partition Medical Section, 3.20 m x 1.20m (76.82 sq Ft)	1.00	pcs		
5	1/2" Glass Window Panel, 1.40m x 2.20m W x 1.40m H (78.40 sq Ft)	2.00	pcs		
6	1/2" Glass Window Panel, 1.60m x 1.20m W x 1.60 m H (69.28 sq Ft)	1.00	pcs		
7	1/2" Glass Window Panel, 2.00m W x 1.40 m H (112.00 sq Ft)	1.00	pcs		
8	1/2" Glass Window Panel, 1.40m W x 1.40m H (78.40 sq Ft)	1.00	pcs		
9	1/2" Glass Window Right Side, 1.20m x 2.00m x 1.20m W x 1.40 m H (108.00 sq Ft)	1.00	pcs		
10	1/2" Glass Partition Conference Rm, 2.00m W x 2.00m H (89.60 sq Ft)	1.00	pcs		
11	1/2" Glass Window Panel, 3.20 m W x 1.40 m H (89.60 sq Ft)	4.00	pcs		
12	1/2" Glass Window Panel, 1.20 m W x 1.40 m H (69.28 sq Ft)	1.00	pcs		
13	1/2" Glass Window Panel, 1.70m x 1.20m W x 1.40m H (71.82 sq Ft)	1.00	pcs		
14	1/2" Glass Window Panel, 1.40m W x 1.40m H (78.40 sq Ft)	1.00	pcs		
15	1/2" Glass Window Panel, 1.20m W x 1.40m H (69.28 sq Ft)	1.00	pcs		
16	1/2" Glass Window Right Side, 1.40m x 1.60m x 1.20m x 1.20m W x 1.40 m H (115.20 sq Ft)	1.00	pcs		
<b>TOTAL PROPOSED COST:</b>					

End User: SSS Malookan Branch

Total Approved Budget for the Contract: **Php536,425.65**

Please see attached of the following:

- BILL OF QUANTITIES
- SCOPE OF WORKS AND MATERIAL SPECIFICATIONS
- MATERIAL SPECIFICATIONS & PROJECT DURATION
- GROUND FLOOR PLAN (A-01)
- SECOND FLOOR (A-02)
- THIRD FLOOR (A-03)

Please accomplish the attached **BILL OF QUANTITIES**

1. The winning supplier is required to post a performance bond within (5) calendar days from receipt of Notice of Award equivalent to 5% Cash, Cashier's/Manager's Check, Bank Guarantee/Draft or 30% Surety Bond collectible 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 \_\_\_\_\_



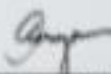
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**TERMS AND CONDITIONS**

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 his 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 the BAC Division Secretariat.
12. 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 COA 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 PhRICEPS Registration Number
  - d) Latest Form SSS RS Contributions Payment
  - e) BIR Certificate of Registration (Form 2303)

Very truly yours,

  
 \_\_\_\_\_  
**EVELYN L. DUPLON**  
 Chairperson, BAC Division

**PLEASE SIGN YOUR :**

NAME : \_\_\_\_\_

BUSNAME : \_\_\_\_\_

ADD : \_\_\_\_\_

SS EMPLOYER ID NO : \_\_\_\_\_

TIN NO. : \_\_\_\_\_

TELFAX NO. : \_\_\_\_\_