



Date: _____

CANVASSREQ No. 2023W-March-01

Gentlemen :

Please furnish us with your quotation on or before _____ for the following item(s):

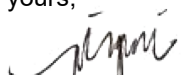
Description	Unit Cost	Total Cost
<p>Supply and Delivery of drinking water for SSS NCR West Division Branches for 8 months (May - December 2023)</p> <p><i>I. Drinking Water – 4,128 jugs (per 5 gallon container)</i> <i>Specifications:</i> Purified drinking water Minimum of 16 stages of purification / filtration process Content: 5 gallons per container Shape and quality of bottle: Round and poly carbonated resin type (brand new) Provision for closed delivery van / truck</p> <p><i>Additional Requirements:</i></p> <ol style="list-style-type: none">1. Provision for eight (8) hot and cold dispensers with the following specifications:<ul style="list-style-type: none">- 50% of the dispensers should be brand new and the remaining 50% should not be more than one (1) year old- Power source 220V / 60Hz- Rated input power (heating): 500W- Rated input power (cooling): 80W- Refrigerant / pout: R12/42g2. Monthly cleaning of hot and cold dispenser3. Repair of non-functional dispensers within one day from notice. Provision of service unit while the non-functional unit is being repaired.4. Monthly submission of Water Test Laboratory Certificate from DOH accredited water testing laboratory, with costs chargeable to Supplier.5. Sanitary Permits for the duration of the contract.6. Automated water refilling process, pressurized cleaning and disinfecting of empty bottles. <p style="text-align: right;">TOTAL COST</p> <p>Approved Budget for the Contract: <u>P123,840.00</u> Unit Cost: <u>P30.00</u></p> <p>End-Users: SSS Binondo, Legarda, Manila, Pasay CCP, Pasay Taft, Sta. Mesa, Tondo, and Welcome Branches</p> <p>Notes:</p> <ol style="list-style-type: none">1. The SSS shall withhold the VAT from the amounts payable to the supplier in accordance with the BIR Regulations.2. Delivery of requirements shall be made at above end-users. <p>This is to certify that my firm/company has paid/updated in all SSS Obligations / contribution payments to the Social Security System.</p> <p style="text-align: center;">Signature: _____</p> <p style="text-align: center;">Name of Owner/Company Rep: _____</p> <p style="text-align: center;">Business Name: _____</p>		

TERMS AND CONDITIONS

1. **Delivery Terms:** Weekly delivery, quantity shall be based on the attached Schedule of Delivery and/or upon request or need by the branch/end-user.
2. The basis for the supply of water is fixed to the stated Approved Budget for the Contract only.
3. Delivery of purified water corresponding to the weekly requirements should be done at least every first working day of the week.
4. Monthly servicing/maintenance and cleaning of water dispenser, to include the provision of spare parts, if necessary.
5. Monthly or random testing of water samples, to be conducted by the Environmental Health Laboratory Services Cooperative, with costs chargeable to Supplier. The results shall be submitted to the PROCURING ENTITY.
6. Price quotation must be inclusive of tax and other government charges.
7. Payment shall be made based on actual consumption per Billing every month, and payment will be processed within 15 working days after receipt of complete billing documents.
8. Payment will be made thru Bank Account – preferably **Landbank**. Otherwise the supplier will shoulder the bank charges.
9. **Payment Terms:** Supplier shall be paid in accordance to Government Terms.
10. The offeror must be SSS registered and regularly paying employer.
11. No cash bond will be required from the SSS.
12. Price quotation should be made with extra care taking into account the specifications and unit of quantity to avoid errors.
13. All bids in excess of the Approved Budget Contract shall be automatically rejected.
14. The offeror binds himself to this quotation.
15. Quotations not using the prescribed/official canvass form shall automatically be disqualified.
16. Please make certain to affix the signature of the owner, manager or any of its duly authorized representatives in a clear legible manner.
17. Bidder shall offer one (1) quotation only. Alternative bids shall be rejected.
18. **Termination for Convenience** – The Procuring Entity may terminate the Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier’s receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:
 - a. To have any portion delivered and/or performed and paid at the contract terms and prices; and/or
 - b. To cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
19. Please send your 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. BIR 2303 Form (BIR Certificate of Registration)
 - b. Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration.
 - c. Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
 - d. Latest Form SSS R5 Contributions Payment
 - e. PhilGEPS Membership Certificate

Very truly yours,



DANIEL T. CAPUT
BAC Division Chairperson

PLEASE SIGN YOUR:

DATE RECEIVED : _____
 NAME : _____
 BUSNAME : _____
 ADD : _____
 SS EMPLOYER ID NO : _____
 TIN NO. : _____
 TEL/FAX NO : _____