



**Republic of the Philippines  
SOCIAL SECURITY SYSTEM  
Office of the Vice President  
Luzon North 1 Division  
BIDS AND AWARD COMMITTEE**

**CANVASS FORM NO:**

**BACD LN1D-A-006**

January 16, 2020  
Date

**OPEN CANVASS**

Sir / Madam:

Please furnish us with your quotation on or before January 20, 2020 at 9AM for the following items. Submit the fully accomplished RFQ with the complete attachment indicated below (Notes 2 & 4) to Administrative Section of SSS La Union Branch, 2/F SSS La Union Building, Sevilla, City of San Fernando, La Union or to the BACD Secretariat at 2/F SSS Baguio Bldg., Harrison Road, Baguio City.

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 lot	Messengerial Services for SSS La Union Branch, calendar year 2020 with the following requirements	Php _____	Php _____
		Letter - 500 pcs.	Php _____	Php _____
		1 Pounder - 45 pcs.	Php _____	Php _____
		3 Pounder - 10 pcs.	Php _____	Php _____
		Price must be inclusive of EWT & VAT Approved Budget for the Contract: Php 64,045.00		

**TERMS & CONDITIONS**

**Delivery Terms: Staggard for Calendar year 2020 from receipt of approved Letter Order/Job Order/Purchase Order**  
**Delivery of package should be within 2 days**  
**No Cash Bond will be required from the SSS**  
**SSS has the right to terminate the contract without prior notice**  
**Payment Terms: Supplier shall be paid based on monthly billings and in accordance to Government Terms.**  
**Price validity: Calendar year 2020**

Very truly yours,

**JAN NEILSON E. TUGAS**  
BACD Secretariat

**Canvassed by:**

(Signature over Printed Name)

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE/S:**

- The winning bidder for procurements/projects with Approved Budget for the Contract (ABC) of 100,000.00 and above is required to post a Performance Bond from receipt of Notice of Award equivalent to 5% (for Goods & Consulting Services) and 10% (for infrastructure Projects) Cash or cashier's/manager's check issued by a Universal or Commercial Bank; Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. 30% if Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. **Performance Bond is MANDATORY in case of INFRASTRUCTURE Project.**
- The supplier is required to indicate its PhilGeps Registration Number on the Canvass Form especially if the ABC of the project is P50,000.00 and below. **Attach the Philgeps Registration Certificate if the project is with ABC equal and/or greater to P50,000.01.**
- The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- The Mayor's Permit/Business Permit, PhilGeps Registration Number/Certificate, Income/Business Tax Return, Sec Registration/DTI/CDA, BIR 230: shall be submitted together with your quotation. The Omnibus Sworn Statement shall be submitted immediately upon request of the procuring branch/ dept. (for project with ABC of P50,000.00 up to P100,000.00) or upon request of the BAC-D after the evaluation (for project with ABC of P100,000.01 and above). If corporation, the Omnibus Sworn Statement shall be accompanied by a Board Resolution or Secretary's Certificate. **Non-submission of the foregoing documents shall be a ground for disqualification.**
- For clarification of details, please call Mr. Joseph Luis A. Estalilla at (072) 242-5665

**Reminder : Price quotation should be made with extra care taking into account the specification and unit of quantity to avoid errors. The supplier binds himself/herself to this quotation's TERMS & CONDITIONS.**

This is to certify that the data and quotation indicated on this form are valid/true & correct.

\_\_\_\_\_  
**Owner/Company Representative**  
( Signature over Printed Name)

\_\_\_\_\_  
(Date Received/Signed)

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Employer Number : \_\_\_\_\_

Contact Number : \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

Email Address : \_\_\_\_\_

T.I.N. No.: \_\_\_\_\_