



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-21C-020**

March 10, 2021  
 Date

**OPEN CANVASS**

Sir / Madam:

Please furnish us with your quotation on or before **March 15, 2021 at 9:00 AM** for the following items. Submit the fully accomplished RFQ with the complete attachment indicated below (Notes 2 & 4) to the Administrative Section of SSS Laoag Branch at RT Bueno Bldg., Brgy 18, Laoag City (SSS Laoag Branch) to the BACD Secretariat at 2/F SSS Baguio Bldg., Harrison Road, Baguio City.

For consideration with the difficulty in the access of courier services, you may also submit thru electronic mail by sending a scanned clear copy of documents mentioned above in PDF Format at **tugasje@sss.gov.ph**. Original copies shall follow as soon as practicable or as required by the procuring entity.

No.	Quantity	PARTICULARS	Unit Cost
1	1 lot	<b>Messengerial Services of SSS Laoag Branch for CY 2021</b>	
		<b>Please provide your price quotation for the following:</b>	
		Letter (Max 100 grams) - Metro Manila/pc.	Php
		Letter (Max 100 grams) - Luzon Area/pc.	Php
		One Pounder (Max 500 grams) - Metro Manila/pc.	Php
		One Pounder (Max 500 grams) - Luzon Area/pc.	Php
		Three Pounder (Max of 1,500 grams) - Metro Manila/pc.	Php
		Three Pounder (Max of 1,500 grams) - Luzon Area/pc.	Php
		Five Pounder (Max 2,500 grams) - Metro Manila/pc.	Php
		Five Pounder (Max 2,500 grams) - Luzon Area/pc.	Php
		<b>Please provide what is being required:</b>	
		Delivery period from Sender to Recipient (in Days)	
		Number of Pick-up Days per week	
		<b><u>Please make sure to attach the price list of the services you offer as well as your company's terms &amp; conditions</u></b>	
		Price must be inclusive of EWT & VAT	
		Approved Budget for the Contract: Php 99,422.00	

**Delivery Terms: Within 7 calendar days from receipt of approved Letter Order/Job Order/Purchase Order**

**Payment Terms: Supplier shall be paid in accordance to Government Terms. Shall be paid thru check.**

Payment shall be based on the actual consumption/billing per period, as applicable.

**Price validity: Three (3) Months**

**Area of Delivery: Laoag City, Ilocos Norte**

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 Current Mayor's Permit/Business Permit or receipt of payment; DTI, Sec Registration, CDA, whichever is applicable; Certificate of Registration with BIR (BIR Form 2303); PhilGeps Registration Number/Certificate 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 to the BAC-D after the evaluation (for project with ABC of P100,000.01 and above). If corporation/partnership, the Omnibus Sworn Statement shall be accompanied by a Partnership Resolution/Board Resolution & Secretary's Certificate. **Non-submission of the foregoing documents shall be a ground for disqualification.**
- For clarification of details, please call Ms. Dana A. Agtang (077) 770-3113

**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: \_\_\_\_\_  
 SSS Employer Number : \_\_\_\_\_ Contact Number : \_\_\_\_\_  
 PhilGeps Registration No. \_\_\_\_\_ Email Address : \_\_\_\_\_  
 T.I.N. No.: \_\_\_\_\_