



**OPEN CANVASS**

Date: February 4, 2020

Sir/ Madam:

Please furnish us with your quotation on or before February 7, 2020, 09:00AM for the following items:

QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL COST																					
1	lot	Messengerial Services for the calendar year 2020 of OVP, Luzon Central 1 Division, Tarlac Branch, Tarlac Processing Center, Luzon Central Legal Department, Luzon Central Medical Operations Section and Luzon Central Records Information Management Section																							
		<table border="1"> <thead> <tr> <th>Branch/Office</th> <th>Budget per APP/ Allocation</th> <th>PAP Code</th> </tr> </thead> <tbody> <tr> <td>OVP-Luzon Central 1 Division</td> <td>24,287.00</td> <td>345 page 3</td> </tr> <tr> <td>Tarlac Branch</td> <td>9,003.00</td> <td>345 page 3</td> </tr> <tr> <td>Tarlac Processing Center</td> <td>9,604.00</td> <td>345 page 7</td> </tr> <tr> <td>Luzon Cental MOS</td> <td>10,000.00</td> <td>345 page 1</td> </tr> <tr> <td>Luzon Central RIMS</td> <td>8,200.00</td> <td>345 page 7</td> </tr> <tr> <td><b>Total Budget per APP</b></td> <td><b>61,094.00</b></td> <td></td> </tr> </tbody> </table>	Branch/Office	Budget per APP/ Allocation	PAP Code	OVP-Luzon Central 1 Division	24,287.00	345 page 3	Tarlac Branch	9,003.00	345 page 3	Tarlac Processing Center	9,604.00	345 page 7	Luzon Cental MOS	10,000.00	345 page 1	Luzon Central RIMS	8,200.00	345 page 7	<b>Total Budget per APP</b>	<b>61,094.00</b>			
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		Clearance No: <u>LC1D 2020-002</u>																							
		Method of Procurement: <u>NP - 53.9 Small Value Procurement</u>																							
		Mode of Evaluation: <u>Per item</u>																							
<b>GRAND TOTAL</b>																									

Approved Budget: Php61,094.00

Delivery Terms/Completion Period: 60 days upon receipt of Letter Order/Purchase Order

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

Price Validity: Three (3) months

Area of Delivery: 2<sup>nd</sup> Floor, SSS Building, Macabulos Drive, San Vicente, Tarlac City

- Note/s:**
- For canvass with an ABC of P100,000.00 and above, the winning bidder may be required to post a Performance/Warranty Security within three (3) calendar days from receipt of Notice of Award equivalent to 5% Cash (Goods and Consulting Services) & 10% Cash (Infrastructure), Cashier's/Manager's Check, Bank Guarantee/Draft or 30% Surety Bond callable upon demand, of the Contract Price.
  - The supplier is required to indicate his **PhilGEPS Registration Number** on the Canvass Form.
  - The SSS shall withhold the applicable taxes from the amount payable in accordance with BIR regulations
  - Please specify brand name / model being offered.
  - Price quotation should be made with extra care taking into account the specification, unit and quantity to avoid errors. The Offeror binds himself to this quotation's TERMS & CONDITIONS.
  - This canvass shall only determine the supplier with the Lowest Calculated and Most Responsive Bid and that the amount of the Purchase Order (PO) and the check/fund transfer payable to the winning bidder shall be based on actual cost and up to the extent of the approved budget only.
  - For late deliveries, liquidated damages shall be enforced and computed at 1/10 of 1% of Total Price for every day of delay.
  - For further inquiries, kindly call JENNIE M. NAIGAN, Administrative Staff at telephone number (045) 982-8600 or (045) 982-6967.

This is to certify that my Company is updated in the payment of contributions and loans to SSS and the data / quotation indicated are valid.

Owner/Company Representative

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

Business SSS No.: \_\_\_\_\_  
 PhiGEPS Registration No.: \_\_\_\_\_  
 Tax Identification No. (TIN): \_\_\_\_\_  
 Date Received: \_\_\_\_\_

\_\_\_\_\_  
**BUSINESS NAME**  
 \_\_\_\_\_  
**Business Address**  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone and Mobile Number**

Very truly yours,

**JENNIE M. NAIGAN**  
 Senior Administrative Assistant, AGAS  
 Luzon Central 1 Division

Canvassed By: \_\_\_\_\_

Sign over Printed Name

**Contact detail of Canvasser:**

Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Please be guided by the following instructions/ reminders:**

1. Fill out all the necessary information.
2. Please make sure that the company is updated in its payment of premium contributions and loan repayments to SSS.
3. **Terms of Payment:** Direct payment to supplier's bank account or check payment (if applicable) upon inspection and acceptance of goods/services by SSS.
4. The SSS shall withhold the VAT from the amounts payable to the suppliers in accordance to B.I.R. Regulations.
5. Mode of Submission
  - For RFQ with Approved Budget of P1,000.00 to P100,000.00 - Submit your quotation (Open Canvass/Envelope) to any preferred means such as hand carry/courier before the deadline of submission.
  - For RFQ with Approved Budget of P100,000.01 to P1,000,000.00 - Submit your quotation through a **Sealed envelope** to the procuring branch through any preferred means before the deadline of submission.
  - RFQ sent through fax or e-mail must be signed.
  - The applicable documentary requirements must be submitted upon submission of offers/quotation. (As listed in item 7)
6. The SSS is tax-exempt and shall be exempted from payment of VAT, as confirmed by the Department of Finance . It shall however, withhold the VAT from the amounts payable by the SSS to these suppliers in accordance with the BIR regulations.

	VAT REGISTERED	NON-VAT REGISTERED
VAT		
Labor	5%	
Materials	5%	
% TAX		
Labor		3%
Materials		3%
EWT		
Labor	2%	2%
Materials	1%	1%

7. List of documentary requirements, where applicable:
  1. **BIR Certificate of Registration** – first time bidders to submit BIR 2303 copy for the employer's name to be encoded in our System Applications and Products (SAP) in Data Processing Database
  2. **Documentary Requirements for Alternative Methods of Procurement (Appendix A of Annex "H" of the 2016 Revised Implementing Rules and Regulations of RA 9184, as amended by GPPB Resolution No. 21-2017, dated 30 May 2017)**

**DOCUMENTARY REQUIREMENTS FOR ALTERNATIVE METHODS OF PROCUREMENT**

Alternative Modality	Mayor's/ Business Permit	Professional License / Curriculum Vitae (Consulting Services)	PhilGEPS Reg. Number	PCAB License (Infra.)	NFCC (Infra.)	Income/ Business Tax Return	Omnibus Sworn Statement
<b>I. Direct Contracting [Section 50]</b>	✓		✓			For ABCs above P500K	
<b>II. Shopping [Sec 52.1(b)]</b>	✓		✓				
<b>III. Negotiated Procurement</b>							
<b>A. Emergency Cases (Section 53.2)]</b>	✓			✓	For ABCs above P500K	For ABCs above P500K	For ABCs above P500K
<b>B. Take-Over of Contracts (Section 53.3.2; for new bidders)</b>	✓	✓	✓	✓	✓		
<b>C. Adjacent/ Contiguous (Section 53.4)</b>				✓	✓		
<b>D. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)</b>	✓	✓	✓			For ABCs above P500K	
<b>E. Highly Technical Consultant (Section 53.7)</b>	✓	✓	✓				
<b>F. Small Value Procurement (Section 53.9)</b>	✓	✓	✓	✓		For ABCs above P500K	For ABCs above P500K
<b>G. Lease of Real Property Or Venue (Section 53.10)</b>	✓ <i>Except for gov't agencies as lessors</i>		✓ <i>Except for gov't agencies as lessors</i>			✓ <i>Except for gov't agencies as lessors</i>	

\*For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA 9184, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.  
 \*\* Requirements under Section 53.6 of the IRR of RA 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are not engaged in business.  
 \*\*\* For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

This is to certify that the price offer conforms to the specifications of the project and that the above terms and conditions are understood and complied.

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