



**CANVASS FORM No. LS2-2020-10**  
**Republic of the Philippines**  
**SOCIAL SECURITY SYSTEM**  
**OFFICE OF THE VICE-PRESIDENT**  
**LUZON SOUTH 2 DIVISION**  
**SSS Bldg., Kumintang Ilaya, Batangas City**  
**OPEN CANVASS**

**LS2-2020-10**  
 ( to be filled in by the BAC Sec )

January 24, 2020  
 Date

Sir / Madam:

Please furnish us with your quotation on or before January 30, 2020 for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 lot	Replacement of All Existing Fluorescent Tubes to LED Tubes of SSS Puerto Princesa  <i>Please refer to the attached Bill of Quantities and            Scope of Works</i>	P _____	P _____
			Warranty: _____ on parts _____ on services <i>(Warranty period from the delivery - to be filled out by the bidder)</i>	

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

**Approved Budget:** Php 74,400.00 ; APP # 376  
**Delivery Terms:** Forty-Five (45) Calendar Days from receipt of approved Job Order / Purchase Order.  
**Payment Terms:** Supplier shall be paid in accordance with Government Terms.  
**Price validity :** Twelve (12) months  
**Area of Delivery:** SSS Puerto Princesa  
**Mode of Evaluation:** per lot  
**TERMS AND CONDITIONS:** **Kindly see (Page 2 of 2) at the back hereof**

This is to certify that all data / quotation indicated above are valid.

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

Very Truly Yours,

**IREIN E. LANDICHO**  
 LOCAL BAC SECRETARIAT  
 Signature over printed name

**Please Indicate your Business Name.**

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

**Your Business SSS No.** \_\_\_\_\_  
*( In case of Self-Employed, please indicate your SSS number)*

**PhilGeps Registration No.** \_\_\_\_\_

**T I N No.** \_\_\_\_\_

**Date Received :** \_\_\_\_\_

\_\_\_\_\_  
 (Business Name)

\_\_\_\_\_  
 (Business Address )

\_\_\_\_\_  
 (Telephone No.)

Canvassed by:

\_\_\_\_\_  
 Signature over printed name

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

**Tel No:** \_\_\_\_\_

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



**SOCIAL SECURITY SYSTEM  
OFFICE OF THE VICE-PRESIDENT  
LUZON SOUTH 2 DIVISION  
OPEN CANVASS**

**TERMS AND CONDITIONS**

(Mode of Procurement: Small Value Procurement)

- 1.) The winning bidder is required to post a Performance Bond for contract amount of Php 100,000.00 and above within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash (for Goods and Consulting Services) and 10% Cash (for Infrastructure), Cashier's / Manager's Check, Bank Guarantee/Draft or 30% Surety Bond of the contract price callable upon demand issued by a surety or insurance company.
  - 2.) The supplier is required to indicate his PhilGeps Registration Number on the canvass form.
  - 3.) Please specify brand name/model being offered.
  - 4.) The following documentary requirements shall be submitted together with your quotation:
    - ⇒ MAYOR'S PERMIT/BUSINESS PERMIT
    - ⇒ PHILGEPS REGISTRATION NUMBER
    - ⇒ BIR CERTIFICATE OF REGISTRATION (BIR 2303)
    - ⇒ OMNIBUS SWORN STATEMENT ( For Approved Budget for the Contract (ABC) above Php 50,000.00)
    - ⇒ INCOME/BUSINESS TAX RETURN ( For Approved Budget for the Contract (ABC) above Php 500,000.00)
    - ⇒ PCAB Licence ( for Infra Projects )
    - ⇒ Professional License/Curriculum Vitae ( for Consulting Services )
- \* Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGeps Registration Number ( including the Eligibility Documents, Annex "A" )
- Reference: Documentary Requirements for Alternative Methods of Procurement (Appendix A of Annex "H" of the 2016 Revised Implementing Rules and Regulations of RA 9184 (THE GOVERNMENT PROCUREMENT REFORM ACT), as amended by GPPB Resolution No. 21-2017, dated May 30, 2017)
- 5.) **NON-SUBMISSION OF THE FOREGOING DOCUMENTS SHALL BE A GROUND FOR DISQUALIFICATION.**
  - 6.) The canvass form 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 the actual cost and up to the extent of approved budget only.
  - 7.) **Terms of Payment:** Direct Payment to supplier's bank account or check payment (if applicable) upon inspection and acceptance of goods/services by SSS.
  - 8.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
  - 9.) The SSS shall deduct from the contract price any delinquency amount due to SSS by the supplier, contractor, or consultant awarded with a procurement contract if the latter fails or refuses to settle the delinquency upon receipt of the Notice of Delinquency.
  - 10.) The deduction of delinquency from the contract price shall be guided by the following:
    - A. The contract price subject of deduction shall be net of tax.
    - B. Only the delinquent contribution shall be deducted from the contract price; the penalties shall be collected in accordance with Circular No. 2018-008 (Revised Guidelines in the Installment Payment Scheme For Employers Under SSC Resolution No. 976-s.2010 Dated 8 December 2010) and Creation of the Employer Delinquency Settlement Review Committee.
  - 11.) For late deliveries, liquidated damages shall be enforced and computed at 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. (Sec. 68 Rule XXII 2016 Revised IRR of RA 9184)

This is to certify that the above terms and conditions are understood and complied.

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

\_\_\_\_\_  
( Business Name )

\_\_\_\_\_  
( Business Address )



Republic of the Philippines  
SOCIAL SECURITY SYSTEM  
**OFFICE OF THE VICE-PRESIDENT**  
Mezzanine Level, SSS, Kumintang Ilaya, Batangas City  
Tel.:(043)723-0766 Trunkline:(02)920-6401 loc. 4041



Project : **REPLACEMENT OF ALL EXISTING FLUORESCENT TUBES  
OF SSS PUERTO PRINCESA TO LED TUBES**

Location : **EASTVILLE CITY WALK, PUERTO PRINCESA CITY, PALAWAN**

Subject : **TERMS OF REFERENCE / SCOPE OF WORKS**

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**GENERAL PARAGRAPHS:**

- I. **Work Included:** The work contemplated under this contract shall consist of furnishing all materials, labor, tools and equipment, including satisfactory performance of all work necessary for the complete execution of all the work as shown on the plans, specifications and other contract documents.
- II. **Site Inspection: Examine the site premises and all conditions apparent and visible therein.** Consider all such conditions that may affect work. Measure every existing work/ structure on site. Verify all given dimensions and deviations. It shall be understood that the work covers all surfaces regardless of measurements made.
- III. **Performance of Work:** All works shall be performed in accordance with these General Paragraphs and all stated in the scope of works.
- IV. **Contract Completion Time:** The Contractor shall complete all work and cleanup within **forty-five (45) calendar days** after award of contract. Any work which would entail the inconvenience of the transacting SSS members and/or employees should be done either after office hours or during weekends (with proper working permits).
- V. **Code Compliance:** All works shall be done in accordance to pertinent Codes, laws and ordinances.
- VI. **Dumping:** All trash and rubbish generated from the project shall be discarded off-site in an approved and lawful manner. Burning or burying of rubbish on-site is strictly prohibited.  
  
All the fluorescent tubes removed from the fixtures are to be re-placed at the cardboard covers of the LED tubes and properly turned-over to the Branch Admin Head, along with all the ballasts.
- VII. **Workmanship:** All works shall be performed by skilled electricians and workers that are regularly engaged in work to be performed and shall be directly supervised by a foreman. All works shall be crafted in a professional manner. Any deficiencies shall be corrected by the Contractor at no additional cost to the owner. All workers should wear Contractor's uniform for easy identification of Security Guards on duty.
- VIII. **Products:** All materials shall be of best quality for purpose intended.

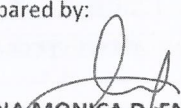
*Conforme by:*




Replacement of All Existing Fluorescent Tubes of SSS Puerto Princesa to LED Tubes

- IX. Protection of Work and Property: Provide adequate protection on the existing structures, equipment, furniture and other areas not affected by the work specified. Place warning signs where work is being undertaken.
- X. Scope of Works:
- A. Supply and delivery of of UL-listed 18W retrofit LED tubes (daylight, min. 1900 lumens) on site
  - B. Re-wiring of existing electrical lines to bypass the ballast
  - C. As needed, supply of electrical wires for those wires which are too short for the bypass or re-wiring
  - D. As needed, supply and replacement of lamp holders should the Contractor opt for the single-ended type of LED tubes
  - E. Removal of existing fluorescent tubes as well as the ballasts
  - F. Installation of LED tubes and re-placement of all the diffusers

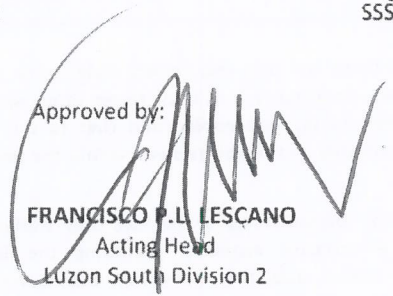
Prepared by:

  
**DANA MONICA D. ENOLVA**  
Building Administrator  
Luzon South Division 2

Reviewed by:

  
**ABDULTALIB A. ABIRIN**  
QC Branch Head  
SSS Puerto Princesa

Approved by:

  
**FRANCISCO P.L. LESCANO**  
Acting Head  
Luzon South Division 2

Conforme by:

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*Signature Over Printed Name  
of Company's Representative*



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**Office of the Vice-President, Luzon South Division 2**  
 Mezzanine Level, SSS Building, Kumintang Ilaya, Batangas City  
 Tel. No. (043) 723-3874/ 0921-2067778



**BILL OF QUANTITIES**

**PROJECT : REPLACEMENT OF ALL EXISTING FLUORESCENT TUBES OF SSS PUERTO PRINCESA TO LED TUBES**

**LOCATION : EASTVILLE CITY WALK, BRGY. SAN PEDRO, PUERTO PRINCESA CITY, PALAWAN**

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	ESTIMATED DIRECT COST	MARK-UP IN PERCENT			TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
						OCM	PROFIT	MOB/DEMOB	%	VALUE				
[A]	[B]	[C]	[D]	[D1]	[E]	[F]	[G]	[H]	[I] = [E] X [I]	[J] = [E] X [I]	[K] = [E + J] X [0.05]	[U] = [J] + [K]	[M] = [E] + [L]	[N] = [M]/[C]
1.0	Supply, delivery and installation of 18W retrofit LED tubes (daylight), min. 1900 lumens	124.00	PIECE			15%	10%	1%	26%					
2.0	Re-wiring of the existing electrical wires to bypass the ballast	1.00	LOT			15%	10%	1%	26%					
3.0	Hauling and disposal	1.00	LOT			0%	0%	0%	0%					
	<b>Sub TOTAL</b>													

Submitted by: \_\_\_\_\_

(Name of Bidder/Company Name)

Prepared by: \_\_\_\_\_

(Company Representative – Signature over Printed Name)

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

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

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