



**CANVASS FORM No. LS2-2020-15**  
 Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**OFFICE OF THE VICE-PRESIDENT**  
**LUZON SOUTH 2 DIVISION**  
 SSS Bldg., Kumintang Ilaya, Batangas City  
**OPEN CANVASS**

( to be filled in by the BAC Sec )

February 8, 2020  
Date

Sir / Madam:

Please furnish us with your quotation on or before February 12, 2020 for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 lot	<p><b>Dismantling, hauling and re-installation: Flatscreen TVs, Fire Extinguishers, Exhaust Fans, and Air Curtain;</b></p> <p><b>Dismantling and hauling only: UPS, Telling Alarm System, CCTV, Floor-Mounted and Window-Type aircons</b></p> <p><b>Hauling of various office furnitures, equipment, and files</b></p> <p>from SSS Calapan Branch current office building (Roxas Drive cor. Gov. Ignacio St., Lumangbayan, Calapan City) to new office building at Sto. Niño, Calapan City</p> <p>The following items will be hauled:</p> <p>Telling Vault, UPS, Floor-Mounted and Window-Type Aircon, Aircurtain, Telling System/Booth, Photocopying Machines, Desks/Workstations/Tables, Info Booth, Writing Counters, Guard Station, Examination Bed, Shelves, Drawers (Lateral, Mobile), Data Cabinet, PC Workstations, Info terminal PC workstations, Avision Scanner, Monitors, Printers, CCTV, Telling Alarm, Post Queueing, Heavy Duty Weighing Scale, Personal Refrigerator, Flat TVs, Shredder, Karaoke, Portable Sound System, Speakers, Facsimile Machines, Typewriters, Industrial Fans, Stools, Water Dispensers, Boxes of Documents and small equipments, accessories</p> <p><b>*Amount should be inclusive of fuel, rental cost for truck, hauling tools and equipment, and manpower</b></p>	P _____	P _____
			Warranty: _____ on parts _____ on services <small>(Warranty period from the delivery - to be filled out by the bidder)</small>	


*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 76,500.00 ; APP # 218  
 Delivery Terms: Two (2) Days Hauling  
 Payment Terms: Supplier shall be paid in accordance with Government Terms.  
 Price validity : One (1) year  
 Area of Delivery: SSS Calapan – from Lumangbayan to Sto. Niño, Calapan City  
 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 : \_\_\_\_\_

Canvassed by:

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

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

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

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

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 )