



Republic of the Philippines
SOCIAL SECURITY SYSTEM
NCR OPERATIONS – WEST DIVISION
232 G/F Padilla Delos Reyes Bldg. Juan Luna St.
Binondo, Manila
Tel. 8395-9897

CANVASS FORM
WEST 2024-APRIL-001
April 12, 2024

NO.	PARTICULARS	UNIT OF MEASURE	QUANTITY	APPROVED UNIT PRICE	APPROVED TOTAL PRICE	TOTAL APPROVED PRICE	TOTAL APPROVED PRICE
1	BROTHER PRINTER TONER (DR-3455) <i>Specs: For HL-L5100DN</i>	PC	5	7,490.00	37,450.00		
2	A4 BOND PAPER <i>Specs: A4 Size, 500 sheets</i>	RIM	325	163.00	52,975.00		
3	LEGAL BOND PAPER <i>Specs: 8 1/2 x 11, 500 sheets</i>	RIM	325	163.00	52,975.00		
4	ENVELOPE LONG <i>Specs: 10" x 15"</i>	C	16	180.00	2,880.00		
5	SCOTCH TAPE TRANSPARENT <i>Specs: 2"</i>	ROL	55	18.50	1,017.50		
6	PERMANENT MARKER <i>Specs: Color Blue</i>	PC	60	25.00	1,500.00		
7	MASKING TAPE <i>Specs: 1"</i>	PC	30	13.00	390.00		
8	FASTENER <i>Specs: Plastic</i>	BOX	6	29.00	174.00		
TOTAL BID PRICE (1 LOT)					P		
TOTAL APPROVED BUDGET (1 LOT)					P	149,361.50	

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

Delivery Terms: 15 Calendar Days upon receipt of approved Purchase Order/Job Order.

Price Validity: Three (3) Months

Note/s:

- 1.) For canvass with an ABC of P 100,000.00 and above the winning bidder is required to post a Performance Bond within Three (3) Calendar from receipt of Notice to Proceed/Job Order/Purchase Order equivalent to 5% Cash, Cashier's/Manager's Check, Bank
- 2.) The SSS shall withhold the applicable taxes from the amount payable in accordance with BIR regulations.
- 3.) Please specify the brand name / model offered.
- 4.) For clarification of details, please coordinate with Nathalie G. Alonde at telephone no. 8395-9897
- 5.) Quotations not using the prescribed/standard canvass form and/or unsealed shall automatically be disqualified.
- 6.) Indicate the **correct SSS Number and TIN-(BIR)** of **supplier/contractor** in the quotation form.
- 7.) The bidder shall offer one (1) quotation only, alternative bids shall be rejected.
- 8.) Please send your **SEALED QUOTATION/CANVASS/BID** to 232 Padilla delos Reyes Bldg., Juan Luna St., Binondo, Manila, including the following Eligibility Requirements:
 - a.) Registration Certificate from SEC (Security Exchange Commission), DTI (Department of Trade & Industry) for sole proprietorship, or CDA (Cooperative Development Authority) for cooperatives, or any proof of such registration.
 - b.) Mayor's Permit issued by the city or municipality where the place of business of the prospective bidder is located.
 - c.) BIR 2303
 - d.) Latest Form SSS R-5 Contributions Payment
 - e.) PhilGEPS Registration

9.) All payments to suppliers/creditors/payees shall be done electronically and directly credited to their Landbank Account. When supplier prefers other banks, any charges or fees that will be imposed by the bank shall be charged to supplier's account.

OWNER / COMPANY REPRESENTATIVE

(Sign over Printed Name)

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 **TERMS & CONDITIONS.**

Very truly yours,



DANIEL T. CAPUT

Chairperson, LBAC
NCR West Division

Your Business Name: _____
Your Business Address: _____
Your Business SSS No.: _____
Your Business TIN No.: _____
Bank Account No.: _____
E-mail Address: _____
Telephone Nos.: _____
Date Received: _____