

Republic of the Philippines
SOCIAL SECURITY SYSTEM
Bids and Awards Committee Division
Luzon Central 1 Division
 2/F SSS Bldg., Macabulos Drive, San Vicente, Tarlac City 2300
 Tel Nos. (045)982-8967, Fax: (045) 982-1092
 E-mail Address: luzoncentral@sss.gov.ph

REQUEST FOR QUOTATION 2021-07-BAL

SEALED QUOTATION FORM

Date: 28 January 2021

Sir/ Madam:

Please furnish us with your quotation on or before 3 February 2021, 5:00PM for the following:

QTY	UNIT	PARTICULARS
1	lot	Messengerial Services Provision of 2021 Messengerial Courier Services (Domestic) of SSS Balanga Branch Originating Unit: SSS Balanga WCK Bldg., Rotary Ave., Tenejero, Balanga City, Bataan

No.	Destination	Size of Pouch	No. of Pieces* (a)	Unit Price (b)	Amount (c = a x b)	Delivery Dates
1	NCR	Small (500g and below)	176			
2		Large (up to 2kg)	22			
3	Luzon	Small (500g and below)	154			
4		Large (up to 2kg)	484			
5	Visayas	Small (500g and below)	33			
6	Mindanao	Small (500g and below)	33			
ABC = 117,270						
*Pieces are indicative number and for quotation purposes only.			TOTAL AMOUNT		P	

Requesting Branch: SSS Balanga
 Clearance Request No.: 2021-001
 Purchase Request No.: 2021-07
 Method of Procurement: NP-SVP
 Mode of Evaluation: Per Lot
 Date Received: 27 January 2021

Technical Specifications:

- The service provider must have a respectable track record in nationwide courier service delivery for a minimum of three (3) years.
- The service provider must have the capacity to accomplish the following:
 - Deliver to Luzon, Visayas and Mindanao;
 - Ensure on-time delivery of mails and documents based on and as stated on the number of days based on Schedule of Requirements;
 - Provide online document tracking systems;
 - Provide receipt tickets with records of proof of delivery;
 - Provide a clear and durable pouch for its packaging for easy identification and safety of its contents.
- The courier service provider must pick-up outgoing mails between 4:00 PM to 5:00 PM, Monday to Friday or as the need arises from the above office.

Schedule of Requirements:

No.	Destination	Size of Pouch	Estimated No. of Pieces*	Delivery Dates
1	NCR	Small (500g and below)	176	Within 1-3 days
2		Large (up to 2kg)	22	Within 1-3 days
3	Luzon	Small (500g and below)	154	Within 1-3 days
4		Large (up to 2kg)	484	Within 1-3 days
5	Visayas	Small (500g and below)	33	Within 1-3 days
6	Mindanao	Small (500g and below)	33	Within 1-3 days

*Pieces are indicative number and for quotation purposes only.

Payment Terms: Supplier shall be paid in accordance to Government Terms and upon delivery of items/services and submission of billing documents

Price validity: Three (3) months.

NOTE/S:

- 1.) **For canvass with an ABC of P100,000.00 and above**, the winning bidder is 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.
- 2.) The supplier is required to indicate his PhilGEPS Registration Number on the request for quotation form.
- 3.) Price quoted should be inclusive of VAT.
- 4.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 5.) Alternative offer is not allowed.
- 6.) Award shall be on a "PER LOT" basis.
- 7.) 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.
- 8.) **This canvass shall only determine the supplier who has the lowest bid for 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.**
- 9.) For further inquiries, kindly call Ms. Mary Jean Vitanzos, Administrative of SSS Balanga at (047) 237-3349 and 237-0738 or at email address balanga@sss.gov.ph.

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

Owner/Company Representative
(Signature over Printed Name)


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

Your Business SSS No.:
PhilGEPS Registration No.:
T I N.:
Date Received:

(Business Name)

(Address & Telephone No.)

Very truly yours,


PRIMITIVO D. VERANIA, JR.

Division BAC Chairperson, Luzon Central 1

Canvassed by:

CEO Mary Jean Vitanzos
Signature over printed name

Contact detail of Canvasser:

Telephone Number: (047) 237-3349 and 237-0738
Email Address: balanga@sss.gov.ph