



0119v.2021

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:

| NO. | QTY | UNIT | PARTICULARS | | | | | | |
|-----------------------|-------------------|---------------------|--|-----------------------|-------------------|---------------------|-------|-----------------|--|
| | 1 | lot | <u>MRTE-Gasoline/Diesel</u> <u>Supply of diesel for the calendar year 2021 of SSS Iba Branch</u> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>No. of Liters* (a)</th> <th>Unit Price (b)</th> <th>Amount (c=a x b)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2,750</td> <td style="text-align: center;">P _____ / liter</td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><i>*Liters are indicative number and for quotation purposes only.</i></p> <p>Specifications:</p> <ul style="list-style-type: none"> Payment will be based on actual/pump price Willing to be paid on a monthly basis Payment shall be made in accordance with Government Terms <p style="margin-top: 10px;"> <i>Requesting Branch: SSS Iba</i> <i>Clearance Request No.: 2021-002</i> <i>Purchase Request No.: 2021-09</i> <i>Method of Procurement: NP-SVP</i> <i>Mode of Evaluation: Per Lot</i> <i>Date Received: 27 January 2021</i> </p> | No. of Liters* (a) | Unit Price (b) | Amount (c=a x b) | 2,750 | P _____ / liter | |
| No. of Liters* (a) | Unit Price (b) | Amount (c=a x b) | | | | | | | |
| 2,750 | P _____ / liter | | | | | | | | |

Approved Budget Contract: Php136,466.00
Delivery Terms: 60 Calendar Days from receipt of approved Purchase Order. Performance Security is required prior issuance of PO.
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.
Area of Delivery: SSS Iba Branch – ACM Building 2, Palanginan, Iba, Zambales

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.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 4.) Alternative offer is not allowed.
- 5.) Award shall be on a "PER LOT" basis.
- 6.) 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.
- 7.) **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.**
- 8.) **For further inquiries, kindly call Mr. Lorenzo S. Manalo, Administrative of SSS Iba at (047) 603-0487 or at email address iba@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)

Very truly yours,

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:

PRIMITIVO D. VERANIA, JR.
 Division BAC Chairperson, Luzon Central 1

Canvassed by:

Acting CEO Lorenzo S. Manalo
 Signature over printed name

 (Business Name)

 (Address & Telephone No.)

Contact detail of Canvasser:
 Telephone Number: (047) 603-0487
 Email Address: iba@sss.gov.ph

TERMS AND CONDITIONS

1. Fill out all the necessary information.
2. **Terms of Payment:** Direct payment to supplier's bank account or check payment (if applicable) upon inspection and acceptance of goods/services by SSS.
3. The SSS shall withhold the VAT from the amounts payable to the suppliers in accordance with B.I.R. regulations. Please see Item 5 for other terms and conditions.
4. **Mode of Submission:**
 - **For RFQ with Approved Budget of Php100,000.00 and below –** Submit your quotation (**Open Canvass/Envelope**) to the procuring branch through any preferred means before the deadline of submission.
 - **For RFQ with Approved Budget of above P100,000.00 –** Submit your quotation through a **Sealed Envelope** to the procuring branch through any preferred means before the deadline of submission.
 - a) **SEALED ENVELOPE** to be dropped at the drop box located at **SSS Building, Macabulos Drive, San Vicente, Tarlac City 2300**. The sealed envelope shall be addressed to **Mr. Primitivo D. Verania, Jr., Luzon Central 1 Division BAC Chairperson** and indicate the solicitation/RFQ form number, company name, name of company representative, business address and contact details.
 - b) **VIA ELECTRONIC MAIL** at grp_lc1sealedquotations@sss.gov.ph with the following requirements:
 1. Quotations and attachments should be in portable document format (pdf) and a compressed/ziped and protected by a password.
 2. Name the folder by Solicitation/RFQ Number and the Project Title.
 3. Passwords shall be made available thru email or SMS on the date and time stated on the RFQ.
 - **RFQ sent through fax or email** must be signed.
 - **The applicable documentary requirements must be submitted upon submission of offers/quotation.** (As listed in Item 7.)

5. 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% |

6. Failure to satisfactory deliver the goods on the delivery date, the supplier is liable for delay and shall pay the SSS liquidated damages in the amount of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. ---- xxx (Sec. 68 Rule XXII 2016 RIRR RA9184)

7. List of documentary requirements, where applicable:

- a) **BIR Certificate of Registration and Sample Official Receipt (OR)** – first-time bidders to submit BIR 2303 copy and sample OR for the employer’s name to be encoded in our System Application and Products (SAP) in Data Processing Database
- b) **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.)**

| 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 |
|---|--|---|--|-----------------------|---------------------------|---|----------------------------------|
| I. Direct Contracting [Section 50] | ✓ | | ✓ | | | ✓ For ABCs above P500K | |
| II. Shopping [Sec 52.1(b)] | ✓ | | ✓ | | | | |
| III. Negotiated Procurement | | | | | | | |
| A. Emergency Cases (Section 53.2)] | ✓ | | | ✓ | ✓ For ABCs above P500K | ✓ For ABCs above P500K | ✓ <i>For ABCs above P500K</i> |
| B. Take-Over of Contracts (Section 53.3.2; for new bidders) | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| C. Adjacent/ Contiguous (Section 53.4) | | | | ✓ | ✓ | | |
| D. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6) | ✓ | ✓ | ✓ | | | ✓ For ABCs above P500K | |
| E. Highly Technical Consultant (Section 53.7) | ✓ | ✓ | ✓ | | | | |
| F. Small Value Procurement (Section 53.9) | ✓ | ✓ | ✓ | ✓ | | ✓ <i>For ABCs above P500K</i> | ✓ <i>For ABCs above P500K</i> |
| G. Lease of Real Property Or Venue (Section 53.10) | ✓ <i>Except for gov’t agencies as lessors</i> | | ✓ <i>Except for gov’t agencies as lessors</i> | | | ✓ Except for gov’t agencies as lessors | |

* 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 the 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 specification of the project and that the above terms and conditions are understood and complied.

Owner/Company Representative
(Signature over Printed Name)