



October 14, 2019

Date

Sir / Madam:

Please furnish us with your quotation on or before **October 17, 2019 09:00 AM** for the following items:

Qty	Unit	PARTICULARS	Unit Cost	Total Cost
1	lot	Meals and beverages for 375pax for the 2019 Sportsfest Program on October 26, 2019 Breakfast Lunch		
Grand total				

Approved Budget Contract (ABC) : Php

Delivery Terms: On stated date above

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

Price validity : Three (3) Months Area of Delivery: _____

Warranty: n/a on parts, n/a on services

Warranty period from the delivery (to be filled-out by bidder)

- 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 Days from receipt of Notice of Award equivalent to 5% Cash, 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 canvass form.
 - 3.) The SSS shall withhold the applicable taxes from the amount payable in accordance with BIR regulations.
 - 4.) Please specify brand name / model being offered.
 - 5.) 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.
 - 6.) This canvass shall only determine the supplier with the Lowest Calculated Responsive Bid (LCRB) for the amount of the Purchase Order (PO). The check/fund transfer payable to the winning bidder shall be based on the actual cost and up to the extent of the approved budget only.

This is to certify that my Company is updated in the payment of contributions and loans to SSS and the data / quotation indicated are valid.

→ _____
 Owner/Company Representative
(Sign 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 no. _____

VILMA P. AGAPITO

VP, Luzon Central 1 Division

Tel No. 045-982-6967

Fax No. 045-982-1092

E-mail address: luzoncentral@sss.gov.ph

Canvassed by:

 (Business Name)

 (Address & Telephone No.)

Contact detail of Canvasser:

Telephone No.:

Email Address:

Please be guided by the following instructions/ reminders:

1. Fill out all the necessary information.
2. Please make sure that the company is updated in its payment of premium contributions and loan repayments to SSS.
3. Terms of Payment: Direct payment to supplier's bank account or check payment (if applicable) upon inspection and acceptance of goods/services by SSS.
4. The SSS shall withhold the VAT from the amounts payable to the suppliers in accordance to B.I.R. Regulations. **Refer to Item 6 for other terms and conditions.**
5. Mode of Submission
 - For Request for Quotation (RFQ) with Approved Budget of P15,000.00 and above. - Submit your quotation (Open Canvass/Envelope) to any preferred means such as hand carry/courier before the deadline of submission.
 - For RFQ with Approved Budget of P100,000.00 and above. - Submit your quotation through a **Sealed envelope** to the procuring branch through any preferred means before the deadline of submission.
 - RFQ sent through fax or e-mail must be signed.
 - The applicable documentary requirements must be submitted upon submission of offer/quotation. **Refer to Item 7.**
6. 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 supplies 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%

7. List of documentary requirements, where applicable:

- a) **BIR Certificate of Registration or BIR Form No. 2303** - first-time bidders are required to submit BIR Form No. 2303 and a **copy of company's Official Receipt (O.R.)** for the employer's name to be encoded in our System.
- b) **Documentary Requirements** for Alternative Methods of Procurement (Appendix A of Annex "H" of the 2016 Revised Implementing Rules and Regulations of R.A. 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 [Sec. 53.2]	/			/	/ For ABCs above P500K	/ For ABCs above P500K	/
B. Take-Over of Contracts [Sec. 53.3.2; for new bidders]	/	/	/	/	/		
C. Adjacent/Contiguous [Sec. 53.4]				/	/		
D. Scientific, Scholarly or Artistic Work, Exclusive Technology & Media Services [Sec. 53.6] **	/	/	/			/ For ABCs above P500K	
E. Highly Technical Consultant [Sec. 53.7]		/					
F. Small Value Procurement [Sec. 53.9]	/	/	/	/		/	/
G. Lease of Real Property or Venue [Sec. 53.10]	/		/			/ Except for gov't agenc. 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 DTI Registration and Mayor's Permit.

** Will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are not engaged in business.

*** For methods requiring Mayor's Permit and PhilGEPS Registration No., 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
(Sign over Printed Name)