



Republic of the Philippines
SOCIAL SECURITY SYSTEM
 Visayas West 1 Division
 SSS Bacolod City

RE-BIDDING
SEALED QUOTATION
(Please enclosed inside in a sealed enveloped with markings (SSS Messengerial Courier Services for year 2020 together with the name of the supplier)

REQUEST FOR QUOTATION

Date: _____

Sir/Madam :

Please furnish us with your quotation on or before _____ for items indicated below in accordance with its Technical Specifications, Schedule of Requirements and Terms and Conditions :

Description	QTY
Provision of 2020 Messengerial Courier Services (Domestic) of the following SSS Visayas West 1 Division Branch Offices and Office of the Head VW1 Division for a period of One (1) year.	One (1) LOT
1. Office of the Head Visayas West 1 Division - ABC = 139,000.00	
2. Bacolod Branch - ABC = 186,900.00	
3. Bacolod East Branch - ABC = 20,800.00	
4. Bago Branch - ABC = 16,200.00	
5. Bais Branch - ABC = 84,000.00	
6. Dumaguete Branch - ABC = 109,800.00	
7. Kabankalan Branch - ABC = 53,000.00	
8. Sagay Branch - ABC = 47,700.00	
9. San Carlos Branch - ABC = 66,500.00	
10. Victorias Branch - ABC = 64,400.00	
GRAND TOTAL ABC = P 788,300.00	

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 the following locations :
Luzon, Visayas and Mindanao.
 - Ensure on-time delivery of mails and documents based on and as stated on the number of days based on our Schedule of Requirements.
 - Provide an on-line document tracking systems.
 - Provide receipt tickets with records of proofs of delivery.
 - Provide a clear and durable pouch for its packaging for easy identification and safety of the of its contents.
- The courier service provider must pick-up outgoing mails between 4:00 P.M. To 5:00 P.M. , Monday to Friday or as the need arises from SSS OVP VW1 Division, SSS Bacolod, SSS Bacolod East, SSS Bago, SSS Bais, SSS Dumaguete, SSS Kabankalan, SSS Sagay, SSS San Carlos and SSS Victorias.
- The service provider must have entered into a similar contract made with the other government agency.

SCHEDULE OF REQUIREMENTS:

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
OFFICE OF THE HEAD Visayas West 1 Division	Visayas	Small (500g and below)	766	Within 1-3 days
		Large (Up to 2 Kg)	90	Within 1-3 days
	NCR	Small (500g and below)	80	Within 1-3 days
		Large (Up to 2 Kg)	168	Within 1-3 days
	Luzon	Small (500g and below)	18	Within 1-3 days
		Large (Up to 2 Kg)	12	Within 1-3 days
	Mindanao	Small (500g and below)	8	Within 1-3 days
		Large (Up to 2 Kg)	10	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
BACOLOD BRANCH	Visayas	Small (500g and below)	47	Within 1-3 days
		Large (Up to 2 Kg)	1102	Within 1-3 days
	NCR	Small (500g and below)	24	Within 1-3 days
		Large (Up to 2 Kg)	60	Within 1-3 days
	Luzon	Small (500g and below)	6	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
BACOLOD EAST BRANCH	Visayas	Small (500g and below)	13	Within 1-3 days
		Large (Up to 2 Kg)	109	Within 1-3 days
	NCR	Small (500g and below)	7	Within 1-3 days
		Large (Up to 2 Kg)	9	Within 1-3 days
	Luzon	Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	2	Within 1-3 days
	Mindanao	Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	1	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
BAGO BRANCH	Visayas	Small (500g and below)	10	Within 1-3 days
		Large (Up to 2 Kg)	85	Within 1-3 days
	NCR	Small (500g and below)	5	Within 1-3 days
		Large (Up to 2 Kg)	5	Within 1-3 days
	Luzon	Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	2	Within 1-3 days
	Mindanao	Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	2	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
BAIS BRANCH	Visayas	Small (500g and below)	133	Within 1-3 days
		Large (Up to 2 Kg)	307	Within 1-3 days
	NCR	Small (500g and below)	68	Within 1-3 days
		Large (Up to 2 Kg)	60	Within 1-3 days
	Luzon	Small (500g and below)	10	Within 1-3 days
		Large (Up to 2 Kg)	12	Within 1-3 days
	Mindanao	Small (500g and below)	12	Within 1-3 days
		Large (Up to 2 Kg)	8	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
DUMAGUETE BRANCH	Visayas	Small (500g and below)	148	Within 1-3 days
		Large (Up to 2 Kg)	405	Within 1-3 days
	NCR	Small (500g and below)	84	Within 1-3 days
		Large (Up to 2 Kg)	106	Within 1-3 days
	Luzon	Small (500g and below)	14	Within 1-3 days
		Large (Up to 2 Kg)	12	Within 1-3 days
	Mindanao	Small (500g and below)	12	Within 1-3 days
		Large (Up to 2 Kg)	6	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
KABANKALAN BRANCH	Visayas	Small (500g and below)	64	Within 1-3 days
		Large (Up to 2 Kg)	204	Within 1-3 days
	NCR	Small (500g and below)	35	Within 1-3 days
		Large (Up to 2 Kg)	39	Within 1-3 days
	Luzon	Small (500g and below)	8	Within 1-3 days
		Large (Up to 2 Kg)	12	Within 1-3 days
	Mindanao	Small (500g and below)	8	Within 1-3 days
		Large (Up to 2 Kg)	6	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
SAGAY BRANCH	Visayas	Small (500g and below)	49	Within 1-3 days
		Large (Up to 2 Kg)	202	Within 1-3 days
	NCR	Small (500g and below)	24	Within 1-3 days
		Large (Up to 2 Kg)	34	Within 1-3 days
	Luzon	Small (500g and below)	6	Within 1-3 days
		Large (Up to 2 Kg)	10	Within 1-3 days
	Mindanao	Small (500g and below)	2	Within 1-3 days
		Large (Up to 2 Kg)	6	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
SAN CARLOS BRANCH	Visayas	Small (500g and below)	90	Within 1-3 days
		Large (Up to 2 Kg)	252	Within 1-3 days
	NCR	Small (500g and below)	24	Within 1-3 days
		Large (Up to 2 Kg)	80	Within 1-3 days
	Luzon	Small (500g and below)	5	Within 1-3 days
		Large (Up to 2 Kg)	9	Within 1-3 days
	Mindanao	Small (500g and below)	2	Within 1-3 days
		Large (Up to 2 Kg)	4	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates
VICTORIAS BRANCH	Visayas	Small (500g and below)	95	Within 1-3 days
		Large (Up to 2 Kg)	254	Within 1-3 days
	NCR	Small (500g and below)	32	Within 1-3 days
		Large (Up to 2 Kg)	58	Within 1-3 days
	Luzon	Small (500g and below)	6	Within 1-3 days
		Large (Up to 2 Kg)	8	Within 1-3 days
	Mindanao	Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	4	Within 1-3 days

NOTES :

- * No. of pieces are indicative number and for bidding purposes only

TERMS AND CONDITIONS :

1. Subject for quotations is One (1) lot - Provision of 2020 SSS Messengerial/Courier Services for One (1) year of Visayas West 1 Division Branch Offices and unit consisting of Office of the Head Visayas West 1 Division, Bacolod Branch, Bacolod East Branch, Bago Branch, Bais Branch, Dumaguete Branch, Kabankalan Branch, Sagay Branch, San Carlos Branch, and Victorias Branch.
2. Supplier shall submit this form duly filled up with its corresponding price quotations as stated on Annex A together with its related pages.
3. Price quoted shall be inclusive of VAT.
4. For an ABC of P100,000.00 and above, winning bidder is required to post a Performance Security after receipt of the winning bidder of the Notice of Award, equivalent to Five (5%) percent of the total bid price in the form of Cash or Manager's Check or Bank Draft/Guarantee or irrevocable letter of credit or surety bond callable upon demand equivalent to Thirty (30%) percent of the total bid price.
5. Bids that are above the Approved Budget for the Contract for every Branch/Unit shall be disqualified.
6. Price validity shall be from January to December 2020.
7. Supplier shall submit valid copies of latest Mayor's Permit, PhilGeps Registration No., BIR 2303 and Sample Receipt (For New Supplier only), Latest Income/Business Tax Return and Omnibus Sworn Statement.
8. For winning bidder, the billing shall be forwarded to the Branches or Unit concern on a monthly basis and SSS shall withhold the applicable government taxes from the amount payable in accordance with the BIR regulations.
9. SSS reserves the right to reject any and or all bids, declares a failure of bidding, or not award the contract (Sec. 41, RA 9184, 2016). For details and other information you may email at batacml@sss.gov.ph or call telephone number 4350161/4331378 loc 202.

Reminder : Price quotation on Annex A should be made with extra care taking into account the Technical Specifications and the unit of quantities to avoid errors. The offeror binds himself to this quotation Schedule of Requirements and Terms and Conditions.

Very Truly yours, 