



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8904052  
**Procuring Entity** SOCIAL SECURITY SYSTEM - CORDILLERA ADMINISTRATIVE REGION  
**Title** Procurement of Messengerial services of SSS Baguio Branch for CY 2022 (1 LOT)  
**Area of Delivery** Benguet

<b>Solicitation Number:</b>	2022-013	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Mail and Cargo Transport Services	<b>Date Published</b>	09/08/2022
<b>Approved Budget for the Contract:</b>	PHP 95,895.00	<b>Last Updated / Time</b>	08/08/2022 08:38 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	12/08/2022 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jan Neilson E Tugas LBAC Secretariat 2nd Flr., SSS Bldg. Harrison Rd. Baguio City Benguet Philippines 2600 63-74-4444882 63-74-4444882 tugasje@sss.gov.ph		

#### Description

Project Name: Procurement of Messengerial services of SSS Baguio Branch for CY 2022 (1 LOT)  
Specifications: Refer to the attached RFQ  
Approved Budget for the Contract (ABC): Php 95,895.00 (inclusive of EWT & VAT)  
Delivery Terms: Staggard up to December 2022 upon receipt of approved Letter Order/Job Order/Purchase Order  
Price validity: Three (3) Months  
Payment Terms: Supplier shall be paid in accordance to Government Terms. Shall be paid thru LOI/Fund Transfer (refer RFQ). Payment shall be based on the actual consumption/billing per period, or upon delivery of items/services & submission of billing documents, as applicable.  
Type of Quotation: OPEN QUOTATION

Attached is the Request for Quotation

Submit the fully accomplished RFQ (in hard copy and originally signed) with the complete attachment indicated below (Eligibility Requirements, Original/Clear Photocopy, whichever is applicable) to the Administrative Section of SSS Baguio Branch at 3/F SSS Baguio Building, Harrison Road, Baguio City or to the BACD Secretariat at 2/F SSS Baguio Bldg., Harrison Road, Baguio City.

#### ELIGIBILITY REQUIREMENTS:

1. Valid/Current Mayor's / Business Permit receipt of payment as proof of renewal of Business/Mayor's Permit
  2. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership)
  3. Certificate of Registration whichever may be appropriate under existing laws of the Philippines;
    - a. Bureau of Domestic Trade & Industry (DTI) – Sole Proprietorship
    - b. Incorporation Papers registered and approved by the Securities & Exchange Commission (SEC) – Partnership/Corporation
    - c. Philippine Contractors Accreditation Board License (PCAB) - Contractors/Civil Works
    - d. Cooperative Development Authority (CDA) – Cooperatives
  4. Latest Annual Income / Business Tax Return (for ABCs above P500K)
  5. Notarized Omnibus Sworn Statement (for ABCs above P50K) (Notarized Omnibus Sworn Statement may be submitted within the submission of offer / evaluation of offer / or before issuance of Notice of Award/Purchase Order/Job Order/Letter Order\*\*
  6. BIR Certificate of Registration Form 2303
  7. SSS ID Number (Employer/Self-Employed)
- \*\* If corporation/partnership, the Omnibus Sworn Statement shall be accompanied by a Partnership Resolution/Board Resolution & Secretary's Certificate. If representative of sole-proprietor, notarized SPA.

Note: If SEALED QUOTATION, duly accomplished RFQ and its supporting documents as well as items 1-7 above, whichever is applicable, shall be enclosed in a long brown envelope ONLY. Envelope should be properly sealed and should be properly labeled indicating the Company Name, Name of Company Representative, Company Address and contact details, and Notice Title/RFQ Number. Affix signature on the flap of the SEALED envelope

(refer to the attached RFQ for other details and information)

Deadline for Submission: August 12, 2022 2 o'clock in the afternoon

#### Other Information

For clarification of details, please call Ms. Jocelyn C. Casia at (074)444-2929 or send them an email at baguio@sss.gov.ph

**Created by** Jan Neilson E Tugas

**Date Created** 08/08/2022

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