



OPEN CANVASS

Date: February 28, 2025

Sir/ Ma’am:

Please furnish us with your quotation on or before March 05, 2025 5:00 PM for the following items:

QTY	UNIT	PARTICULARS					UNIT COST	TOTAL COST
1	Lot	PROCUREMENT OF MEALS AND/OR SNACKS FOR THE CONDUCT OF THE FOLLOWING BRANCH EVENTS AND ACTIVITIES FOR CY 2025:					P_____/lot	P_____
		PARTICULARS	ABC	NO. OF PAX	AM SNACKS	PM SNACKS	LUNCH	TOTAL
		RACE OPERATIONS > <b>AM Snacks</b> - (pasta/sandwich/burger, and drinks) > <b>Lunch</b> - (soup, rice, 2 viands, dessert/fruit, drinks) > <b>PM Snacks</b> - (pasta/sandwich/burger and drinks) <b>Duration:</b> AM Snacks and/or PM Snacks, Lunch	P270,000.00	Based on the required number of participants on the actual event date				
		BRANCH MEETING > <b>Snacks</b> - (pasta/sandwich/burger and drinks)	P29,000.00	Based on the required number of participants on the actual event date			N/A	
		COORDINATION MEETING WITH LGUs/ASSOCIATIONS/ COOPERATIVES/ SIGNING OF MOA FOR KALTASSS COLLECT PROGRAM > <b>Snacks</b> - (pasta/sandwich/burger and drinks) > <b>Lunch</b> - (rice, 2 viands, dessert/fruit, drinks)	P20,000.00	Based on the required number of participants on the actual event date				
		INFORMATION COVERAGE DRIVE > <b>Snacks</b> - (pasta/sandwich/burger and drinks)	P40,000.00	Based on the required number of participants on the actual event date			N/A	
		TOTAL ABC:	P359,000.00	TOTAL QUOTED AMOUNT:				
<b>Terms and Conditions:</b> 1. Please refer to <b>Annex A</b> for meal inclusions and requirements. 2. The bid/quotation for each meal item must not exceed the approved budget specified in <b>Annex A</b> . 3. Delivery Terms: Staggered for CY 2025. Meals to be delivered shall be based on the submitted Individual Purchased Order (PO), indicating details on the number of pax and meal inclusions. 4. Payment Terms: Supplier shall be paid on monthly billings subject to existing government rules and regulations. 5. Up to the extent of approved budget only.  Requesting Branch: <u>SSS PAMPANGA BRANCH</u> Clearance No.: <u>PAM2025-003</u> Purchase Request No.: <u>PAM2025-003</u> Method of Procurement: <u>NP-53.9-Small Value Procurement (SVP)</u> Mode of Evaluation: <u>Per Lot</u> Date Received: <u>18/02/2025</u>								
GRAND TOTAL								

Approved Budget Contract: Php359,000.00  
Delivery Terms: Staggered CY 2025.  
Payment Terms: Supplier shall be paid in accordance to Government Terms  
Price validity: Based on actual price at the time of purchase and up to the extent of the approved budget only.  
Area of Delivery: Pampanga area

NOTE/S:

- 1.)For canvass with an ABC of P100,000.00 and above, the winning bidder may be 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 canvass form.
- 3.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 4.) Please specify the brand name / model being offered.
- 5.) 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.
- 6.)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.
- 7.) For further inquiries, kindly call Ms. EDGIE D. BITUIN, Senior Administrative Assistant at (045) 455-5213|5359|5360.

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  
(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,

NORMITA M. CRUZ  
Division BAC Chairperson  
Luzon Central 2 Division

Canvassed by:

Signature over printed name

Contact detail of Canvasser:  
Telephone Number:   
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 with B.I.R. regulations. Please see Item 6 for other terms and conditions.
5.

Mode of Submission

For RFQ with Approved Budget of Php100,000.00 below

– 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 email must be signed.

The applicable documentary requirements must be submitted upon submission of offers/quotation. (As listed in 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 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%                 |
7.

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. ---xxxx (Sec. 68 Rule XXII 2016 RIRR RA9164).

8.

List of documentary requirements, where applicable:

a)

**BIR Certificate of Registration** – first-time bidders to submit BIR 2303 copy 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/<br>Business<br>Permit                               | Professional<br>License /<br>Curriculum<br>Vitae<br>(Consulting<br>Services) | PhilGEPS<br>Reg.<br>Number                                   | PCAB<br>License<br>(Infra.) | NFCC<br>(Infra.)                   | Income/<br>Business<br>Tax<br>Return               | Omnibus<br>Sworn<br>Statement            |
|--|--|--|--|-----------------------------|------------------------------------|--|--|
| I. Direct Contracting<br>[Section 50]  | ✓  |  | ✓  |                             |                                    | ✓<br>For ABCs<br>above<br>P500K                    |  |
| II. Shopping [Sec 52.1(b)]   | ✓  |  | ✓  |                             |                                    |  |  |
| III. Negotiated Procurement  |  |  |  |                             |                                    |  |  |
| A. Emergency Cases<br>(Section 53.2)]  | ✓  |  |  | ✓                           | ✓<br>For<br>ABCs<br>above<br>P500K | ✓<br>For ABCs<br>above<br>P500K                    | ✓<br><u>For ABCs<br/>above<br/>P500K</u> |
| B. Take-Over of<br>Contracts (Section 53.3.2;<br>for new bidders)  | ✓  | ✓  | ✓  | ✓                           | ✓                                  |  |  |
| C. Adjacent/ Contiguous<br>(Section 53.4)  |  |  |  | ✓                           | ✓                                  |  |  |
| D. Scientific, Scholarly or<br>Artistic Work, Exclusive<br>Technology and Media<br>Services (Section 53.6) | ✓  | ✓  | ✓  |                             |                                    | ✓<br>For ABCs<br>above<br>P500K                    |  |
| E. Highly Technical<br>Consultant (Section 53.7)   | ✓  | ✓  | ✓  |                             |                                    |  |  |
| F. Small Value<br>Procurement (Section<br>53.9)  | ✓  | ✓  | ✓  | ✓                           |                                    | ✓<br><u>For ABCs<br/>above<br/>P500K</u>           | ✓<br><u>For ABCs<br/>above P50K</u>      |
| G. Lease of Real<br>Property Or Venue<br>(Section 53.10)   | ✓<br><u>Except for<br/>gov’t<br/>agencies<br/>as lessors</u> |  | ✓<br><u>Except for<br/>gov’t<br/>agencies<br/>as lessors</u> |                             |                                    | ✓<br>Except for<br>gov’t<br>agencies as<br>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)