



Republic of the Philippines
SOCIAL SECURITY SYSTEM
NCR OPERATIONS – WEST DIVISION
 232 G/F Padilla Delos Reyes Bldg. Juan Luna St.
 Binondo, Manila
 Tel. 8395-9897

CANVASS FORM

WEST 2025-FEBRUARY-02
 February 14, 2025

PHILGEPS REF. NO. _____
 DATE POSTED: _____
 POSTED BY: _____

Sir / Madam:

Please furnish us with your quotation on or before: **February 18, 2025** at 4:00 pm. for the following items:

NO.	PARTICULARS	NUMBER OF PAX (a)	APPROVED UNIT COST (b)	FREQUENCY (c)	TOTAL APPROVED BUDGET FOR 10 MONTHS (a x b) x 10	STATEMENT OF COMPLIANCE <i>(Kindly indicate if Complied)</i>	BID UNIT COST	BID TOTAL COST <i>(Bid unit cost x 17pax) x 10</i>	
Purchase of Meals for the Conduct of Branch Heads' Meeting under NCR West Division for Ten (10) Months									
1	AM SNACKS	17	350.00	10	59,500.00		P	P	
	LUNCH	17	600.00		102,000.00		P	P	
TOTAL APPROVED BUDGET PER MEETING <i>(approved unit cost x 17pax)</i>			P16,150.00			TOTAL BID AMOUNT	P		
TOTAL APPROVED BUDGET FOR 10 MONTHS							P161,500.00		

Payment Terms: Government Terms
 Delivery Terms: Day of the Events
 Price Validity: Ten (10) Months

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 from receipt of Notice to Proceed/Job Order/Purchase Order 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 SSS shall withhold the applicable taxes from the amount payable in accordance with BIR regulations.
- 3.) Please specify the brand name / model offered.
- 4.) For clarification of details, please coordinate with Nathalie Alonde at telephone no. 8395-9897.
- 5.) Quotations not using the prescribed/standard canvass form and/or unsealed shall automatically be disqualified.
- 6.) Indicate the correct SSS Number and TIN-(BIR) of supplier/contractor in the quotation form.
- 7.) The bidder shall offer one (1) quotation only, alternative bids shall be rejected.
- 8.) Please send your QUOTATION/CANVASS/BID to SSS Binondo Branch, including the following Eligibility Requirements:
 - a.) Registration Certificate from SEC (Security Exchange Commission), DTI (Department of Trade & Industry) for sole proprietorship, or CDA (Cooperative Development Authority) for cooperatives, or any proof of such registration.
 - b.) Mayor's Permit issued by the city or municipality where the place of business of the prospective bidder is located.
 - c.) BIR 2303
 - d.) Latest Form SSS R-5 Contributions Payment
 - e.) PhilGEPS Registration
 - f.) Omnibus Sworn Statement
- 9.) All payments to suppliers/creditors/payees shall be done electronically and directly credited to their **Landbank Account**. When supplier prefers other banks, any charges or fees that will be imposed by the bank shall be charged to supplier's account.

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)

REMINDER: 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.

Please indicate below your Business Name, Address and Telephone Number and Date Received.

Your Business Name: _____
 Your Business Address: _____
 Your Business SSS No.: _____
 Your Business TIN No.: _____
 Bank Account No.: _____
 E-mail Address: _____
 Telephone Nos.: _____
 Date Received: _____

Very truly yours,

DANIEL T. CAPUT

Chairperson, LBAC NCR West Division