Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
NCR OPERATIONS – WEST DIVISION

CANVASS FORM
2025-WEST-OCTOBER 03
October 24, 2025

Sir / Madam:

Please furnish us with your quotation on or before: **October 29, 2025** at 4:00 pm. for the following items:

ITEM NO.		PARTICULARS	QTY	UNIT	BID UNIT COST	BID TOTAL AMOUNT
(A)		(B)	(C)	(D)	MATERIALS & LABOR/EQUIPMENT	
Supply, Delivery and Installation of Horizontal Signages at SSS Legarda Branch						
1.00	**Supply and Installation of Storefront/Horizontal Signage**					
	1.1	4mm thk. Aluminum Composite Panel - 800mm (H) x 7000mm (L) x 100mm(thk./depth)	**1.00**	**LOT**		
	1.2	Aluminum Sub-framing and Accessories - 800mm (H) x 7000mm (H) x 100mm (thk./depth)				
	1.3	SSS Logo - 500mm (H) x 639mm (W) x 50mm (thk./depth) embossed white acrylic plastic				
	1.4	"SOCIAL SECURITY SYSTEM" - 150mm (H) x 2857mm (L) x 50mm (thk./depth) embossed white acrylic plastic, capital letters				
	1.5	Branch Name: "LEGARDA" - 100mm (H) x 725mm (L) x 50mm (thk./depth) embossed white acrylic, capital letters				
	1.6	LED light including power supply, wires, outlets, condults and other necessary accessories including tapping to the nearest circuit breaker / electrical panel board				
	1.7	Assembly/Disassembly of scaffoldings including dismantling/removal of existing signages, site cleaning/clearing and hauling and disposal of waste materials				
	1.8	Miscellaneous materials needed for the installation (Signage bolt, bracket and other necessary accessories)				
2.00	**Supply and Installation of Vertical Outdoor Signage, Pole Mounted, Double Face**					
	2.1	4mm thk. Aluminum Composite Panel - 1.50m (H) x 1.00m (W) x 0.20m (thk./depth)	**1.00**	**LOT**		
	2.2	Aluminum Sub-framing and Accessories - 1.50m (H) x 1.00m (W) x 0.20 (thk./depth)				
	2.3	SSS Logo - 500mm (H) x 639mm (W) x 50mm (thk./depth) embossed white acrylic plastic				
	2.4	"SOCIAL SECURITY SYSTEM" (three-liner) - 100mm (H) x 50mm (thk./depth), embossed white acrylic plastic, capital letters				
	2.5	Branch Name: "LEGARDA" 65mm (H) x 470mm (L) x 50mm (thk./depth) embossed white acrylic plastic, capital letters				
	2.6	LED light including power supply, wires, outlets, condults and other necessary accessories including tapping to the nearest circuit breaker / electrical panel board				
	2.7	Assembly/Disassembly of scaffoldings including dismantling/removal of existing signages, site cleaning/clearing and hauling and disposal of waste materials				
	2.8	Miscellaneous materials needed for the installation (Signage bolt, bracket and other necessary accessories)				
				TOTAL COST	**305,287.25**	

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 withold 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 **SEALED 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.) Notarized 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.

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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