Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman Quezon City * Trunkline Number: +63 (02) 8709-7198
Email: usssaptayo@sss.gov.ph * Website: www.sss.gov.ph

BAGONG PILIPINAS

NCR NORTH LOCAL BIDS AND AWARDS COMMITTEE

8th Floor Main Office, OVP NCR North Division
Tel. No. +63 (02) 8922-3453, 8709-7198 local 1512

23 October 2025

Dear Ma'am/Sir:

Please furnish us with your **sealed quotation** on or before **October 27, 2025** at **4:00PM** for items listed in the attached Request for Quotation (RFQ).

Kindly accomplish the RFQ and the Bidder's Information and affix your confirmation on the Terms and Conditions by signing the Certification. Refer to the Instruction to Suppliers for the procedure on the submission of quotation.

Thank you.

Very truly yours,

LEO A. DANAO
Chairperson
NCR North Division Local Bids and Awards

REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number	RFQ Date	ABC	APP Number
2025-052	**23 October 2025**	**₱71,422.46**	**2025-0161**

Request for **sealed quotation** for the supply, delivery and installation of various indoor signages at SSS Novaliches Branch

Item No.	Particulars			UoM	Qty	Unit Cost	Total Cost
I	Supply, Delivery and Installation of various Indoor Signages						
	1.00	Supply, Delivery and Installation of Indoor Directional Signage (See plans for complete details) complete w/ mounting accessories					
		1.1	Acrylic Signages, Ceiling/Wall/Door Mounted (450mm x 150mm x 3mm thk.) 1pc. E-CENTER, 1 pc. - TELLER SECTION, 1 pc. - PENSIONER'S LOUNGE, 1 pc. - CUSTOMER CARE CENTER, 1 pc. ADMINISTRATION SECTION, 1 pc. - INFORMATION / EBQS, 2 pcs. - RECORDS & STORAGE ROOM, 1 pc. - CONFERENCE ROOM, 1 pc. - OFFICE OF THE BRANCH HEAD, 1 pc. - MOBILE APP LEARNING CENTER, 1 pc. - MEDICAL EVALUTATION CENTER, 1 pc. - ELECTRICAL & DATA CABINET ROOM, 1 pc. - ACCOUNTS MANAGEMENT SECTION, 1 pc. - MEMBER SERVICES SECTION, 1 pc. - PUBLIC ASSISTANCE AND COMPALINTS DESK, 1pc. - BREAST FEEDING & INFANT CARE STATION @1,627.54	pcs	17.00		
		1.2	Acrylic Signages, Ceiling Mounted (450mm x 150mm x 3mm thk.): 1 pc. - MSS BACKROOM @1,066.50	pc	1.00		
		1.4	Acrylic Signages, Ceiling/Wall/Door Mounted (450mm x 150mm x 3mm thk.: 1 pc. - EMERGENCY EXIT THIS WAY, 1 pc. - RESTRICTED, 1 pc. - PANTRY @959.85	pcs	3.00		
		1.6	Acrylic Signages Wall/Ceiling Mounted Signage (450mm x 150mm x 3mm thk.) verify site condition: 5 pcs. - FIRE EXTINGUISHER @1,734.90	pcs	5.00		
		1.7	Acrylic Signages, Ceiling/Wall Mounted Counter Number Tag (150mm x 150mm x 3mm thk.) verify site condition: 16 pcs. Counter number 1 To 16 @545.12	pcs	16.00		
		1.8	Comfort Room Signage, Door Mounted (200mm x 200mm: 1 pc. - Female/PWD, and 1 pc. - Male/PWD @769.15	pcs	2.00		

		1.9	Counter Name Tags, Printed name tags on white board paper inserted in 1mm thk Acrylic Plastic Holder, Mounted on a flat surface using Double Adhesive Tape with ballpen holder @317.68	pcs	55.00		

Total ₱_____

Date Receipt of Request for Quotation Form: _____

Price Validity	Three (3) months
Delivery Address	SSS NCR North Division
Payment Terms / Additional Requirements	• Government Terms • SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations

BIDDER'S INFORMATION

Business Name	**Address**	
Name of Company Representative	**Email Address**	**Telephone/Mobile Number**
PhilGEPS Registration No.	**SS Number**	**BIR TIN**

Note*: Supplier must ensure to fill-out the owner/company representative signature over printed name and business details. Incompletely filled-out RFQ form is a ground for disqualification of submitted quotation*

INSTRUCTIONS TO SUPPLIERS

A. For Clarification of details, please email Mr. Leoncio M. Lobo III at e-mail address **lobolm@sss.gov.ph** .

B. The Supplier should indicate "COMPLIED" or "NOT COMPLIED" in the STATEMENT OF COMPLIANCE COLUMN in the attached Terms of Reference. Failure to indicate will mean automatic disqualification.

C. DOCUMENTARY REQUIREMENTS:

To be submitted together with the Quotation:

a. 2025 Mayor's/Business Permit or Proof of Renewal
b. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership)
c, DTI or SEC Registration
d.BIR Certificate of Registration Form 2303
e. Latest SSS payment contributions or R5 Form
g. Notarized Omnibus Sworn Statement, (for ABCs above **₱50,000.00**)
h. Performance Security, (for ABCs above **₱100,000.00**)

Additional requirements

i. Professional License/ Curriculum Vitae (Consulting Services), **if applicable**
j. PCAB License (Infrastructure), **if applicable)**
k. Income/Business Tax Return, (for ABCs above **₱500,000.00**)

D. Alternative offer shall not be allowed.

E. **Tie -** In case two or more suppliers submitted the same price quotation and have been evaluated as the Lowest Calculated and Responsive Quotation, a tossing of coins or drawing of lots, in case there are more than two tied offers, will be conducted as a tie-breaking method to finally determine the single winning supplier.

GENERAL CONDITIONS OF THE CONTRACT

1. **For contract price amounting to P100,000.00 and above**, the winning supplier shall be required to post a Performance Security, **if applicable**, from receipt of Notice of Award equivalent to % of Contract Price as follows:
    a) 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
    b) 30% Surety Bond callable upon demand.

2. Award shall be on a "per LOT BASIS", **if applicable.**

3. The Supplier shall deliver the goods and services in accordance with the Request for Quotation and its attachments, and Purchase Order/Job Order. However, quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO**, if applicable**.

4. The Supplier shall deliver Goods which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within one (1) year from date of delivery to the SSS.

5. The Supplier warrants that all the Goods/Services have no defect arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables. The supplier shall warrant Goods/Services as follows:

6. three (3) months for expendable supplies; and

7. one (1) year for the non-expendable supplies.

8. For Goods, the Supplier shall replace any defective item within **twenty-four (24) hours** from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost to the SSS.

9. To assure that manufacturing defects shall be corrected by the Supplier, a warranty security shall be required from the Supplier for a period of one (1) year. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.

10. If the Supplier, having been notified, fails to render remedy on the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the SSS may have against the Supplier under these Terms and Conditions and under the applicable law.

11. The pricing of the Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

MISCELLANEOUS PROVISIONS

1. **Confidentiality**. Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a Third Party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law. The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.
2. **Merger and Consolidation**. In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure. For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
4. **Non-Assignment**. Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver**. Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or

default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

6. **Cumulative Remedies.** All remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.

7. **No Employer-Employee Relationship**. It is expressly and manifestly understood and agreed upon that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER. This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of the PROJECT performed here-under. The SUPPLIER shall, always, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership**. Nothing in this Agreement shall constitute a partnership between the Parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.

9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER receivables under this Agreement. Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

11. It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

12. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made

thereon. Failure by SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.

13. Liquidated Damages. If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the number of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.

14. **Hold Free and Harmless**. The SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage because of said implementation.

15. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.

16. **Venue of Actions**. Any suit or proceeding arising out of relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.

17. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.

18. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.

19. **Separability**. If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.

20**.Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.

21**.Non-Publicity**. No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

CERTIFICATION

This is to certify that my Company is updated in the payment of contributions and loans to SSS, and conformed with the above terms and conditions, and the data / quotation indicated is valid.

Owner/Company Representative
(Signature over Printed Name)

Date

Annex A. TECHNICAL SPECIFICATIONS

Suppliers/Bidders should indicate “COMPLY” or “NOT COMPLY” to each specification below and indicate brand & model of offered item. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

STATEMENT OF COMPLIANCE		
PARTICULARS		**REMARKS**
Request for supply, delivery and installation of various indoor signages at SSS Novaliches Branch		
Supply, Delivery and Installation of Indoor Directional Signage (See plans for complete details) complete w/ mounting accessories		
1.1	Acrylic Signages, Ceiling/Wall/Door Mounted (450mm x 150mm x 3mm thk.) 1pc. E-CENTER, 1 pc. - TELLER SECTION, 1 pc. - PENSIONER’S LOUNGE, 1 pc. - CUSTOMER CARE CENTER, 1 pc. ADMINISTRATION SECTION, 1 pc. - INFORMATION / EBQS, 2 pcs. - RECORDS & STORAGE ROOM, 1 pc. - CONFERENCE ROOM, 1 pc. - OFFICE OF THE BRANCH HEAD, 1 pc. - MOBILE APP LEARNING CENTER, 1 pc. - MEDICAL EVALUTATION CENTER, 1 pc. - ELECTRICAL & DATA CABINET ROOM, 1 pc. - ACCOUNTS MANAGEMENT SECTION, 1 pc. - MEMBER SERVICES SECTION, 1 pc. - PUBLIC ASSISTANCE AND COMPALINTS DESK, 1pc. - BREAST FEEDING & INFACT CARE STATION	
1.2	Acrylic Signages, Ceiling Mounted (450mm x 150mm x 3mm thk.): 1 pc. - MSS BACKROOM	
1.4	Acrylic Signages, Ceiling/Wall/Door Mounted (450mm x 150mm x 3mm thk.: 1 pc. - EMERGENCY EXIT THIS WAY, 1 pc. - RESTRICTED, 1 pc. - PANTRY	
1.6	Acrylic Signages Wall/Ceiling Mounted Signage (450mm x 150mm x 3mm thk.) verify site condition: 5 pcs. - FIRE EXTINGUISHER	
1.7	Acrylic Signages, Ceiling/Wall Mounted Counter Number Tag (150mm x 150mm x 3mm thk.) verify site condition: 16 pcs. Counter number 1 To 16	
1.8	Comfort Room Signage, Door Mounted (200mm x 200mm: 1 pc. - Female/PWD, and 1 pc. - Male/PWD	
1.9	Counter Name Tags, Printed name tags on white board paper inserted in 1mm thk Acrylic Plastic Holder, Mounted on a flat surface using Double Adhesive Tape with ballpen holder	