Republic of the Philippines
SOCIAL SECURITY SYSTEM
BIDS AND AWARDS COMMITTEE
LUZON CENTRAL 2 DIVISION
Trunkline Number: (045) 455 5360 | 5213 | 5359 * Email: luzoncentral2@sss.gov.ph

24 April 2026

CANVASS FORM NO: MAL-2026-001

SEALED CANVASS

Sir/ Ma'am:

Please furnish us with your quotation on or before ***30 April 2026*** for the following items:

QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST
1	Lot	**PROCUREMENT OF MEALS (LUNCH, AM SNACKS AND/OR PM SNACKS) FOR THE CONDUCT OF RACE OPERATIONS FOR CY 2026:**	P_____/lot	P_____

Particular	Unit	ABC	
AM Snacks	**pax**	Php 300.00	P_____
Lunch	**pax**	Php 500.00	P_____
PM Snacks	**pax**	Php 300.00	P_____
Total		**Php 1,100.00**	P_____

Meal inclusions:
AM Snacks *– pasta, bread, drinks*
Lunch *– rice, four (4) viands, (chicken/fish, pork, beef, vegetable), dessert, and drinks*
PM Snacks *– pasta, bread, drinks*

Terms and Conditions:

1. *The total amount of bid/quotation must be equal to the approved budget for the contract. The cost of each meal item shall not exceed the approved per-pax budget indicated above.*
2. *Delivery Terms: Staggered for CY 2026. Meals to be delivered shall be based on the submitted Individual Purchase Order (PO), indicating details on the number of pax and meal inclusions.*
3. *Payment Terms: Supplier shall be paid based on monthly billings subject to existing government rules and regulations.*
4. *Up to the extent of the approved budget only.*

Requesting Branch: **SSS MALOLOS BRANCH**
Clearance No.: **MAL2026-01**
Purchase Request No.: **MAL2026-01**
Method of Procurement: **Small Value Procurement**
Mode of Evaluation: **Per Lot**
Date Received: **04/17/2026**

GRAND TOTAL		

_____
Owner/Company Representative
(Signature over Printed Name)

Approved Budget Contract: Php271,700.00
Delivery Terms: Staggered for CY 2026.
Payment Terms: Supplier shall be paid in accordance to Government Terms
Price validity: CY 2026.
Area of Delivery: SSS Malolos Branch VIB Bldg, Cabanas, Mc McArthur Highway, Longos, City of Malolos, Bulacan

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. JULIE ANN R. ARELLANO,** Senior Communications Analyst 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.

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,

MARITES A. DALOPE
Division BAC Vice Chairperson
Luzon Central 2 Division

Canvassed by:

_____
Signature over printed name

Contact detail of Canvasser:
Telephone Number: _____
Email Address: _____

_____
Owner/Company Representative
(Signature over Printed Name)

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