



# SUBIC BAY METROPOLITAN AUTHORITY PROCUREMENT AND PROPERTY MANAGEMENT DEPARTMENT

Room 201 Bldg. 255, Barryman Road, Subic Bay Freeport Zone, Philippines  
 Tel. Nos. (047) 252-4503/4124/4211/4283/4230/4214/4424/4282 Fax. No. (047) 252-4284/4251

## QUOTATION FORM

You may send your quotation via email to [sbmapprd@gmail.com](mailto:sbmapprd@gmail.com)  
 email with "cc/bcc" WILL NOT BE ACCEPTED.

Approved Budget for the Contract: P750,000.00

For inquiries, contact: **CAROL DIWA** at Tel. No. (047) 252- **4124** REFERENCE: **0 0 0 3 4 - 2 3 - 1 1 1 1 - 0 0 2 0**

This is a "REQUEST FOR QUOTATION" for items listed below. Pls submit your quotation not later than <u>JANUARY 16, 2023 ; 1:00 PM</u> .  Please note that quotation submitted beyond the deadline given above, will not be considered.	<b>TERMS:</b> * <input checked="" type="checkbox"/> Payment: _____ days  * <input checked="" type="checkbox"/> Delivery: _____ calendar days
<b>DELIVERY POINT:</b> PPMD RECEIVING SECTION  Bldg 709, Burgos Street, Subic Bay Freeport Zone  If FOB destination or others, pls. indicate the estimated freight cost.	<b>TO SUPPLIER: IS YOUR PRICE QUOTATION EXCLUSIVE OF VAT?</b>  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

ITEM NO	ITEM DESCRIPTION	QTY	UI	BRAND / WARRANTY	UNIT PRICE	TOTAL PRICE
1	SERVICES AND MATERIALS:  SERVICE PROVIDER FOR THE RENTAL OF: CONCEPTUALIZE ARTISTIC AND UNIQUE CORPORATE DESIGN/LAYOUT, PRINTING AND SET UP/INSTALLATION OF SUBIC BAY (SBMA) BOOTH PAVILION, COMPLETE WITH DECORATIONS AND ACCESSORIES LISTED THAT WILL SHOWCASE SUBIC BAY AS A TOURISM DESTINATION IN THE 2023 VARIOUS TRAVEL FAIRS.  A. PHILIPPINE TRAVEL TOUR EXPO 2023 BOOTH MUST CONTAIN BUT NOT LIMITED TO THE FOLLOWING: - PAVILION SIZE: 60 SQ.M. (15M. x 4M.) DESTINATION DESIGN/ SET-UP - UNIQUE & SPECIALIZED/CUSTOMIZED SBMA FRONT COUNTER (1 EA) - PAVILION MAXIMUM OF 18 TO 20 INFORMATION COUNTERS WITH UNDERNEATH LOCKABLE DIVIDER - FORTY TWO (42) BAR STOOLS - BACKDROPS AND GRAPHIC MATERIALS: - 4 EA 1m x 1m, 4EA 15m x 1m, 4EA 4m x 2m, 2EA 15m x 4m, 4EA 4m x 1m - 2 EA "I LOVE SUBIC BAY PHILIPPINES" CUT OUTS 15m x 2m - 6 EA "IT'S MORE FUNTASTIC IN SUBIC" CUT OUTS 4m x 1m - ORNAMENTAL DECORATIONS, ETC. (ACCORDING TO BOOTH THEME) - 42 INCHES LED TV (2 EACH)	1	LO *			✓

✓ * COMPANY NAME: _____ ✓ * MAILING ADDRESS: _____ ✓ * TEL NO.: _____ ✓ FAX NO.: _____ ✓ E-MAIL ADD: _____	* GRAND TOTAL: _____
<b>CERTIFICATION:</b> I hereby certify that I have personally quoted the price/s of the item/s mentioned above and further attest that the validity is 30 working days upon signing, unless otherwise stated herein. We acknowledge that our failure to indicate that the aforementioned bid amount is exclusive of VAT shall result to a presumption that the bid amount is inclusive of VAT and other taxes.  ✓ _____ * Signature over printed name                      Date                      Designation (Authorized Company Personnel)	<b>CERTIFICATION:</b> I hereby certify that I have personally canvassed/verified the price/s of the item/s mentioned above.  _____ Signature over printed name                      Date (Canvasser)
Opened by: _____ Witnesses: _____ _____ _____ Date: _____	

**IMPORTANT NOTICE TO SUPPLIER/CONTRACTOR:**

Please answer all required data marked with \*.

Under RA 7227, SBMA is exempted from VAT.

ITEM NO	ITEM DESCRIPTION	QTY	UI	BRAND / WARRANTY	UNIT PRICE	TOTAL PRICE
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- TV STAND (2 EACH)
- BROCHURE RACKS (2 EACH)
- COFFEE TABLES (2 EACH)
- COFFEE CHAIRS (6 EACH)

1. INGRESS IS ON FEBRUARY 1-2, 2023 (EXACT DATES TO BE NOTIFIED).
2. EGRESS IS ON FEBRUARY 5, 2023 (EXACT DATES TO BE NOTIFIED).
3. TENTATIVE VENUE: SMX CONVENTION CENTER, PASAY CITY.

**B. TRAVEL MADNESS EXPO 2023**

BOOTH MUST CONTAIN BUT NOT LIMITED TO THE FOLLOWING:

- PAVILION SIZE: 72 SQ. M. (3m. x 24m) DESTINATION DESIGN/SET UP
- UNIQUE & SPECIALIZED/CUSTOMIZED SBMA FRONT COUNTER(1 EA)
- PAVILION MAXIMUM OF 18 TO 20 INFORMATION COUNTERS WITH UNDERNEATH LOCKABLE DIVIDER
- FORTY TWO (42) BAR STOOLS.
- BACKDROPS AND GRAPHIC MATERIALS:
  - 4 EA 1m x 1m, 4 EA 15m x 1m, 4 EA 4m x 2m, 2 EA 15m x 4m, 4 EA 4m x 1m
  - 2 EA "I LOVE SUBIC BAY PHILIPPINES" CUT OUTS 15m x 2m
  - 6 EA "IT'S MORE FUNTASTIC IN SUBIC" CUT OUTS 4m x 1m
- ORNAMENTAL DECORATIONS, ETC. (ACCORDING TO BOOTH THEME)
- 42 INCHES LED TV (2 EACH)
- TV STAND (2 EACH)
- BROCHURE RACKS (2 EACH)
- COFFEE TABLES (2 EACH)
- COFFEE CHAIRS (6 EACH)

1. INGRESS ON JULY 2023 (EXACT DATES TO BE NOTIFIED).
2. ENGRESS ON JULY 2023 (EXACT DATES TO BE NOTIFIED).
3. TENTATIVE VENUE: SMX CONVENTION CENTER, PASAY CITY.

**C. PHILIPPINE TRAVEL MART 2023**

BOOTH MUST CONTAIN BUT NOT LIMITED TO THE FOLLOWING:

- PAVILION SIZE: TWO (2) 36 SQ. M. = TOTAL OF 72 SQ. M. (9m. x 6m.) DESTINATION DESIGN/SET UP
- UNIQUE & SPECIALIZED/CUSTOMIZED SBMA FRONT COUNTER (1 EA)
- PAVILION MAXIMUM OF 18 TO 20 INFORMATION COUNTERS WITH UNDERNEATH LOCKABLE DIVIDER
- FORTY TWO (42) BAR STOOLS.
- BACKDROPS AND GRAPHIC MATERIALS:
  - 4 EA 1m x 1m, 4 EA 15m x 1m, 4 EA 4m x 2m, 2 EA 15m x 4m,

<input checked="" type="checkbox"/> * COMPANY NAME: _____ <input checked="" type="checkbox"/> * MAILING ADDRESS: _____ <input checked="" type="checkbox"/> * TEL NO.: _____ <input checked="" type="checkbox"/> FAX NO.: _____ <input checked="" type="checkbox"/> E-MAIL ADD: _____	<b>* GRAND TOTAL:</b> _____
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- 4EA 4m X 1m  
- 2 EA "I LOVE SUBIC BAY PHILIPPINES" CUT OUTS 15m x 2m  
- 6 EA "IT'S MORE FUNTASTIC IN SUBIC" CUT OUTS 4m x 1m  
- ORNAMENTAL DECORATIONS, ETC. (ACCORDING TO BOOTH THEME)  
- 42 INCHES LED TV (2 EACH)  
- TV STAND (2 EACH)  
- BROCHURE RACKS (2 EACH)  
- COFFEE TABLES (2 EACH)  
- COFFEE CHAIRS (6 EACH)

1. INGRESS IS ON AUGUST 30-31, 2023 (DATES SUBJECT TO CHANGE).
2. EGRESS ON SEPTEMBER 3, 2023 (DATES SUBJECT TO CHANGE).
3. TENTATIVE VENUE: SMX CONVENTION CENTER, PASAY CITY.

**TERMS AND CONDITIONS:**

1. SUPPLIER MUST SUBMIT SAMPLE LAYOUT OF PHOTOS OF THEIR PREVIOUS RELATED PROJECTS FOR EVALUATION PURPOSES.
2. AWARDED CONTRACTOR MUST SUBMIT CORPORATE DESIGN/LAYOUT ONE (1) TO THREE (3) CALENDAR DAYS UPON RECEIPT OF NOTICE TO PROCEED, SUBJECT FOR REVISIONS AND APPROVAL OF SBMA TOURISM DEPARTMENT.
3. TIME FOR REVISION IS THREE (3) DAYS UPON RECEIPT OF NOTICE TO REVISE.
4. SERVICES ALSO INCLUDES LOGISTICS, DELIVERY, INSTALLATION AND DISMANTLING WILL BE DONE BY THE CONTRACTOR.
5. CONTRACTOR'S TRANSPORTATION, FOOD AND ACCOMMODATION EXPENSES SHOULD BE INCLUDED IN THE QUOTED PRICE. HENCE, WILL NOT BE COVERED BY SBMA.
6. SBMA MAY CANCEL OR RESCHEDULE SAID REQUEST SHOULD THERE BE ANY UNFORESEEN EVENTS OR INSTRUCTIONS.
7. INGRESS & EGRESS DATES, VENUE ARE SUBJECT TO CHANGES. SBMA WILL NOTIFY THE CONTRACTOR PRIOR THE EVENT.
8. PAYMENT TERMS: PROGRESSIVE BILLING ONLY ACTUAL DELIVERIES WILL BE PAID BY SBMA.

<input checked="" type="checkbox"/> * COMPANY NAME: _____ <input checked="" type="checkbox"/> * MAILING ADDRESS: _____ <input checked="" type="checkbox"/> * TEL NO.: _____ <input checked="" type="checkbox"/> FAX NO.: _____ <input checked="" type="checkbox"/> E-MAIL ADD: _____			* GRAND TOTAL: _____
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**NOTICE TO SUPPLIERS:**

You may submit price quotations through any of the following

- \*PERSONAL submission                            \* COURIER
- \*FACSIMILE (acceptable for PR with ABC of less than P50,000)
- \*CASH ON DELIVERY (COD) Payment Terms is not acceptable (GPBB Volume 2 Manual of Procedures).

Suppliers are highly encouraged to personally attend the opening of bids/quotations. Please confirm schedule with the Technical Section at (047) 252-4503.

**PERFORMANCE AND WARRANTY SECURITIES:**

\*Performance Security is required for Services/Services & Materials/Equipment with contract price of P500,000.00 and Above;

\*Warranty Security is required for Services & Materials/Equipment with contract price of P300,000.00 and Above, EXCEPT for those deliverables that are out-rightly Consumed within the date of delivery/rendering of services.

<input checked="" type="checkbox"/> * COMPANY NAME: _____ <input checked="" type="checkbox"/> * MAILING ADDRESS: _____ <input checked="" type="checkbox"/> * TEL NO.: _____ <input checked="" type="checkbox"/> FAX NO.: _____ <input checked="" type="checkbox"/> E-MAIL ADD: _____	<b>* GRAND TOTAL:</b> _____
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