



# 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 [sbmapcmd@gmail.com](mailto:sbmapcmd@gmail.com)  
 email with "cc/bcc" WILL NOT BE ACCEPTED.

Approved Budget for the Contract: **P982,500.00**

For inquiries, contact: **CAROL DIWA** at Tel. No. (047) 252- **4211** REFERENCE: **0 0 0 0 9 - 2 3 - 0 4 2 4 - 0 1 2 7**

This is a "REQUEST FOR QUOTATION" for items listed below. Pls submit your quotation not later than _____.  Please note that quotation submitted beyond the deadline given above, will not be considered.	<b>TERMS:</b> * Payment: _____ days * Delivery: _____ calendar days
<b>DELIVERY POINT:</b> <p style="text-align: center;"><b>PPMD RECEIVING SECTION</b></p> <p style="text-align: center;"><b>Bldg 709, Burgos Street, Subic Bay Freeport Zone</b></p> 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
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<p>1 SERVICE PROVIDER:          ACCOMMODATIONS AND FOOD FOR          THE 2023 ANNUAL SBMA MANAGEMENT STRATEGIC          PLANNING</p> <p>EXPECTED LOCATION: BAGUIO CITY          ESTIMATED NUMBER OF PARTICIPANTS: 75</p> <p>DATE OF ACTIVITY: TENTATIVELY SCHEDULED ON          JUNE 21-23, 2023 MAYBE ADJUSTED UPON          AVAILABILITY OF ROOMS.</p> <p>DETAILS:          ACCOMMODATIONS:          TWENTY- FIVE (25) SOLO ROOMS          TWENTY- FIVE (25) TWIN SHARING ROOMS          ROOMS FOR DRIVERS AND ASSISTANTS.</p> <p>MEALS:          DAY 1: A.M. SNACK, LUNCH, PM SNACK, DINNER          DAY 2: BREAKFAST, A.M. SNACK, LUNCH, P.M. SNACK,          DINNER          DAY 3: BREAKFAST, A.M. SNACK, LUNCH, P.M. SNACK</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1</td> <td style="width: 15%;">LO *</td> <td style="width: 15%; border-bottom: 1px solid black;"></td> <td style="width: 15%; border-bottom: 1px solid black;"></td> <td style="width: 15%; border-bottom: 1px solid black;"></td> <td style="width: 15%; border-bottom: 1px solid black;"></td> </tr> </table>	1	LO *				
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.	<b>CERTIFICATION:</b> I hereby certify that I have personally canvassed/verified the price/s of the item/s mentioned above.
✓ _____ Date ✓ _____ Designation * Signature over printed name (Authorized Company Personnel)	_____ Date Signature over printed name (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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\* FOR BREAKFAST/LUNCH/DINNER – THREE (3) VIANDS,  
 UNLIMITED RICE SERVING OF DESSERT AND ONE (1)  
 ROUND OF DRINKS ICED TEA OR SODA  
 \*SNACKS- ONE (1) SERVING OF SNACKS AND DRINKS

**OTHERS:**

USE OF CONFERENCE AREA  
 USE OF PROJECTOR AND WHITE SCREEN  
 WHITEBOARD WITH WHITE BOARD MARKER  
 MUST BE ABLE TO PROVIDE UNINTERRUPTED WIFI  
 CONNECTION DURING THE EVENT

**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.

\*\*\*PLEASE FILL UP PAGE 1-2; COMPLETE ALL DETAILS WITH CHECK MARKINGS

\*\*\* SEND / ATTACH ALL DOCUMENTARY REQUIREMENTS NEEDED SUCH AS:

- UPDATED BUSINESS PERMIT (CY 2023)
- INCOME TAX RETURN 2022 (WITH BIR RECEIVED)
- SAMPLE OFFICIAL RECEIPT
- BIR 2303
- PHILGEPS REGISTRATION/CERTIFICATION
- OMNIBUS SWORN STATEMENT (SIGNED & NOTARIZED)

<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> _____ <input checked="" type="checkbox"/>
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Opened by: _____ Witnesses: _____ _____ _____ Date: _____	