

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at sbmapppmd@gmail.com. Emails with "cc" that includes the end-user and purchaser **WILL NOT BE ACCEPTED**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- (6) Suppliers are highly encouraged to personally or virtually attend the opening of bids/quotation. Kindly confirm the schedule with the Technical Section of PPMMD at (047) 252-4503.
- (7) **PERFORMANCE AND WARRANTY SECURITIES:**
 - Performance Security – required for Services/Services & Materials/Equipment with Contract Price of P500,000.00 and above
 - Warranty Security – required for the Services/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

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for at least a period of 60 days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PPMMD shall adopt and employ "toss-coin" or similar process wherein the outcome is based on sheer luck or chance as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of the contract shall be made to the lowest quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the SBMA inspection and Acceptance Committee. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBMA may

Subic Bay Metropolitan Authority

PROCUREMENT AND PROPERTY MANAGEMENT DEPARTMENT

Room 201 Bldg. 255 Barryman Road, Subic Bay Freeport Zone, Philippines 2222

Tel: +6347 252.4214/124/4503/4282/4424 • Email: ppmd@sbma.com

www.mysubicbay.com.ph



terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Company/Business Name: _____

Phone Number: _____

Email Address: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

SCHEDULE OF REQUIREMENTS		Bidder's Statement of Compliance/REMARKS
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.		
A.	_____ calendar days upon receipt of Notice to Proceed ***	

*** or Number of calendar days upon End-user's approval of lay-out (For printing, fabrication, and other similar in nature services)

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance (indicate brand/warranty (if applicable))	Unit Cost	Total Cost
1	Services & Materials: Supply, Delivery and Installation of Privacy Stickers for the SBMA Board of Directors, size: 63 ft x 4 ft panels for fourteen (14) rooms.	1 LO			

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<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
PHP 75,000.00	In words: _____ _____ _____ _____ In figures: _____ <input type="checkbox"/> VAT Inclusive <input type="checkbox"/> VAT Exclusive <input type="checkbox"/> Non-VAT

<u>Payment Details:</u>	Terms of Payment
	Payment shall be made within thirty (30) working days upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the Inspection and Acceptance Committee.

Name: _____

Position: _____

Signature: _____

Date: _____

**To be filled up by SBMA/PPMD Personnel*

CERTIFICATION: I hereby certify that I have personally canvassed/ verified the price/s of the item/s mentioned in this Quotation Form CAROL FLORES DIWA Signature over Printed Name _____ (Canvasser)	Opened by: _____ Witnesses: _____ _____ _____ _____ Date: _____
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