



SUBIC BAY
METROPOLITAN AUTHORITY

**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 sbmappmd@gmail.com
email with "cc/bcc" WILL NOT BE ACCEPTED.

Approved Budget for the Contract: **P609,500.00**

For inquiries, contact **CAROL DIWA** at Tel. No. (047) 252- 4211 REFERENCE: **0 0 0 3 4 - 2 3 - 0 6 3 0 - 0 2 4 3**

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.

<p>DELIVERY POINT: PPMD RECEIVING SECTION Bldg 709, Burgos Street, Subic Bay Freeport Zone</p> <p>If FOB destination or others, pls. indicate the estimated freight cost.</p>	<p>TERMS: * Payment: _____ days * Delivery: _____ calendar days</p> <p>TO SUPPLIER: IS YOUR PRICE QUOTATION EXCLUSIVE OF VAT? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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ITEM NO	ITEM DESCRIPTION	QTY	UI	BRAND / WARRANTY	UNIT PRICE	TOTAL PRICE
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SERVICE AND MATERIALS:
SUPPLY AND DELIVERY OF CUSTOMIZED FABRICATION OF VARIOUS TOURISM MARKETING COLLATERALS/ SOUVENIRS

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1 CUSTOMIZED COFFEE MUG

250 EA *

- SPECIFICATIONS:
- 11OZ. TRADITIONAL CERAMIC MUGS, PLAIN WHITE
- DIMENSIONS: 3" (W) x 3.75" (H)
- SMOOTH MOLDED CERAMIC COMPOSITE
- GLOSSY COLOR EXTERIOR & INTERIOR
- EASY COMFORT GRIP C-CURVED HANDLE
- WITH CUSTOMIZED DESIGN PRINTOUT SBMA LOGO AND I LOVE FUNTASTIC SUBIC BAY LOGO PHILIPPINES

2 CUSTOMIZED SOUVENIR PEN 3 IN 1 MULTIFUNCTION BAMBOO STYLUS BALLPEN CELLPHONE STAND TOUCH SCREEN NB PEN

350 EA *

- PEN BODY MATERIAL: MADE OF BAMBOO, RETRACTABLE TWIST MECHANISM DESIGN CLICK PRESS, DURABLE METAL CLIP
- INK COLOR: (175 PCS.) BLUE
- INK COLOR: (175 PCS.) BLACK
- STANDARD SIZE
- WITH CUSTOMIZED PRINTOUT DESIGN SBMA LOGO AND I LOVE FUNTASTIC SUBIC BAY LOGO PHILIPPINES

3 CUSTOMIZED 2 IN 1 USB / 3.0 OTG FLASH DRIVE

300 EA *

<p>* COMPANY NAME: _____</p> <p>* MAILING ADDRESS: _____</p> <p>* TEL NO.: _____ FAX NO.: _____</p> <p>E-MAIL ADD: _____</p>	<p>* GRAND TOTAL: _____</p>
<p>CERTIFICATION: I hereby certify that I have personally quoted the prices 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.</p>	<p>CERTIFICATION: I hereby certify that I have personally canvassed/verified the price/s of the item/s mentioned above.</p>
<p>* Signature over printed name _____ Date _____ (Authorized Company Personnel)</p>	<p>Opened by: _____ Witnesses: _____ Date: _____</p>
<p>* Signature over printed name _____ Date _____ (Canvasser)</p>	<p>Signature over printed name _____ Date _____ (Canvasser)</p>

IMPORTANT NOTICE TO SUPPLIER/CONTRACTOR:

Please answer all required data marked with *

Under RA 7227, SBMA is exempted from VAT.

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ITEM NO	ITEM DESCRIPTION	QTY	UI	BRAND / WARRANTY	UNIT PRICE	TOTAL PRICE
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SPECIFICATIONS:
 - CAPACITY: 16GB
 - MATERIAL: WOOD CASE
 - SHAPE & STYLE: RECTANGLE WITH REMOVABLE MAGNETIC COVER BOTH SIDES
 - SIZE: 7.3CM (W) x 2.8CM (H) x 1CM (THICKNESS)
 - INTERFACE TYPE: USB 3.0
 - ENCRYPTION: NO
 - WRITING SPEED: 6-9MB/S
 - READING SPEED: 19-22MB/S
 - WITH CUSTOMIZED PRINTOUT DESIGN SBMA LOGO AND I LOVE FUNTASTIC SUBIC BAY LOGO PHILIPPINES

4	CUSTOMIZE NOTEBOOK WITH STICKY NOTES, PAGE MARKERS AND CARD HOLDER, BUNDLE SET	200	EA *			
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SPECIFICATIONS:
 COVER MATERIAL: HARDBOUND PREMIUM QUALITY THICKNESS: 2MM
 - FOLD SIZE: 20.5 CM (W) x 15.5 CM (H) x 2 CM (L)
 - SPREAD SIZE: 56 CM (W) x 15.55 CM (H)
 - LEFT SIDE SIZE: 20.5 CM (W) x 15.5 CM (H)
 - CENTER SIZE: 20 CM (W) x 15.5 CM (H)
 - RIGHT SIDE SIZE: 10.5 CM (W) x 15.5 CM (H)
 - OTHERS: 2 FOLDS
 4 KINDS STICKY NOTE PADS INNER PAGES
 - MATERIAL: BOOK #60
 - 70 SHEETS OF SIZE: 10 CM (W) x 7.5 CM (H) – 1 PAD
 - 70 SHEETS OF SIZE: 10 CM (W) x 15 CM (H) – 1 PAD
 - 70 SHEETS OF SIZE: 2.5 CM (W) x 7.5 CM (H) – 4 PADS
 - 70 SHEETS OF SIZE: 20 CM (W) x 15 CM (H) – 1 PAD
 1 SET OF INDEX FLAGS ASSORTED COLOR
 - 20 SHEETS OF SIZE: 4.5CM x 1.2 CM – 5 INDEX FLAGS
 1 TRANSPARENT PLASTIC POCKET CARD HOLDER
 - SIZE: 10 CM (W) x 6.5 CM (H)
 - WITH CUSTOMIZED DESIGN FULL COLOR PRINTOUT SBMA LOGO AND I LOVE FUNTASTIC SUBIC BAY LOGO PHILIPPINES

5	CUSTOMIZED SBMA PLANNER / NOTEBOOK	200	EA *			
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SPECIFICATIONS:
 COVER MATERIAL
 - HARD COVER HIGH QUALITY PU LEATHER
 - COLOR: BLACK (100 PCS.)
 - COLOR: NAVY BLUE (100 PCS.)
 - WITH DEBOSSED PRINT OUT "SBMA LOGO AND I LOVE FUNTASTIC SUBIC BAY LOGO"
 INNER PAGES MATERIAL
 - SIZE: 15CM (W) x 22.5CM (H)
 - INNER PAGES: 120 SHEETS
 - PAPER WEIGHT: 70GSM
 - PAPER COLOR: WHITE
 - OTHERS: WITH LINED PRINT, MONTHLY PAGES FROM JANUARY TO DECEMBER, BLACK & WHITE PRINT, AND IT'S MORE FUNTASTIC IN SUBIC LOGO AND MY SUBIC BAY LOGO PRINT EACH PAGE,

* COMPANY NAME: _____		* GRAND TOTAL: _____	
* MAILING ADDRESS: _____		E-MAIL ADD: _____	
* TEL NO.: _____		FAX NO.: _____	
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* Signature over printed name (Authorized Company Personnel)		Signature over printed name (Canvasser)	
Date		Date	
Designation		Date	
		Opened by: _____	
		Witnesses: _____	

		Date: _____	

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6	FULL COLOR PRINT - ACCESSORY: BOOKMARK RIBBON, ELASTIC BAND - PROCESS: OFFSET PRINTING FABRICATION OF GLASS CARD HOLDER WITH PEN STAND WITH MARK IN WHITE ENGRAVE INSCRIPTION OF BLDG. 229 HISTORICAL FLAG POLE (FRONT) - SIZE: 3" (H) x 3.5" (W) x .5CM THICK STAND FIRMLY SUBIC BAY EXHIBITION & CONVENTION CENTER (BACK) - SIZE: 1" (H) x 3.5" (W) x .5CM THICK STAND FIRMLY BASE - SIZE: 4.5" (L) x 2" (W) 1CM THICK PEN HOLDER - SIZE PEN TUBE: 8.5 MM (W) x 7.6 CM (L), ON CLEAR GLASS BASE MATERIAL COPPER, COLOR SILVER. OTHERS: WITH HARDBOUND BOX - SIZE: 4" (H) x 2.5" (W) x 5" (L)	200	EA *			
7	FABRICATION OF GLASS RECTANGULAR PAPER WEIGHT WITH MARK IN WHITE INLAY CUSTOMIZED DESIGN "SBMA LOGO", "IT'S MOREFUNTASTIC IN SUBIC", "SBMA TOURISM CONTACT DETAILS" AND "SPANISH GATE / BLDG." - SIZE: 4.5" (W) x 3" (H) x 1" THICK - OTHERS: WITH HARDBOUND BOX - SIZE: 12.5CM (W) x 8.5CM (H) x 3CM (L)	200	EA *			

TERMS AND CONDITIONS:

- APPROVED PRINT-READY LAYOUT TO BE PROVIDED BY THE END-USER
- AWARDED SUPPLIER SHOULD SUBMIT ACTUAL SAMPLE (USING THE APPROVED LAYOUT PROVIDED BY THE END-USER) WHICH IS SUBJECT FOR EVALUATION AND APPROVAL PRIOR TO FINAL PRINTING AND MASS PRODUCTION.
- PLEASE QUOTE VAT EXCLUSIVE RATES. QUOTATION SHOULD INCLUDE DELIVERY CHARGE.
- ONLY ACTUAL DELIVERIES WILL BE PAID BY SBMA.
- FOR INQUIRIES / ADDITIONAL INFORMATION, PLEASE CONTACT MS. MARY GRACE ACABA OR MR. TRISTAN MADI AT TELEPHONE NO. (047) 252-4132/4561. KINDLY SEE ATTACHED TERMS OF REFERENCE (TOR).

* COMPANY NAME: _____	* MAILING ADDRESS: _____	* TEL NO.: _____	* FAX NO.: _____	* E-MAIL ADD: _____	* GRAND TOTAL: _____
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* Signature over printed name (Authorized Company Personnel)	Date	Designation	Signature over printed name (Canvasser)		Date

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ITEM NO	ITEM DESCRIPTION	QTY	UI	BRAND / WARRANTY	UNIT PRICE	TOTAL PRICE
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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.

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

- OMNIBUS SWORN STATEMENT (SIGNED AND NOTARIZED)
- UPDATED BUSINESS PERMIT
- PHILGEPS REGISTRATION / CERTIFICATION
- BIR FORM 2303
- UPDATED INCOME TAX RETURN (WITH BIR RECEIVED/STAMPED)

<p>* COMPANY NAME: _____</p> <p>* MAILING ADDRESS: _____</p> <p>* TEL NO.: _____ FAX NO.: _____ E-MAIL ADD: _____</p>	<p>CERTIFICATION:</p> <p>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.</p>	<p>* GRAND TOTAL:</p> <p>_____</p>
<p>* Signature over printed name _____ Date _____</p> <p>(Authorized Company Personnel)</p>	<p>CERTIFICATION:</p> <p>I hereby certify that I have personally canvassed/verified the price/s of the item/s mentioned above.</p>	<p>Opened by: _____</p> <p>Witnesses: _____</p>
<p>* Signature over printed name _____ Date _____</p> <p>(Canvasser)</p>	<p>_____ Date _____</p>	<p>Date: _____</p>

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I. PROJECT TITLE

SUPPLY AND DELIVERY OF CUSTOMIZED FABRICATION OF VARIOUS TOURISM MARKETING COLLATERALS AND SOUVENIRS

II. OBJECTIVE

The Subic Bay Metropolitan Authority (SBMA), by virtue of the RA 7227 and its implementing rules and regulations, is mandated to promote the Subic Special Economic Zone into a self-sustaining, industrial, commercial, financial, and investment center, including tourism, to generate employment opportunities in and around the zone and to attract and promote investments. Major efforts related to this are local and international travel fairs, acquiring major events, conventions/conferences, cruise ship arrivals, sales bids and presentations, flights, lifestyle & TV magazines and commercials and social media & digital marketing, etc.

One of the vital components of such efforts are the marketing collaterals and souvenir items which can be seen as marketing and promotional products to increase brand awareness and attract potential clients and/or visitors. As part of a wider public relations strategy, these items can be given out during special events, conferences, trade and travel fairs, meetings and courtesy visits to create good relationships with event attendees, speakers, clients, etc.

III. QUALIFICATIONS

Suppliers must meet the minimum requirements in accordance with pertinent provisions in the 2016 Revised Implementing Rules and Regulations of the Republic Act 9184, otherwise known as THE GOVERNMENT PROCUREMENT REFORM ACT.

The company shall submit the following:

- A. Company Profile complete with supporting documents such as details of capability and expertise of the company to perform the required deliverables as mentioned in provisions of Item IV.A of this instrument.
- B. Details of capability and expertise of the company to perform and produce the required deliverables in Item IV of this Terms of Reference such as:
 1. List of at least 3 previous and/ or existing corporate clients in the past five (5) years.
 2. Sample works - at least three (3) previously produced corporate souvenirs.



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IV. SCOPE OF WORK AND DELIVERABLES

- A. SBMA requires a souvenir fabricator, preferably in the Luzon area, that can produce various items listed below:
1. **CUSTOMIZED COFFEE MUG** - plain white traditional ceramic mug with customized design printout of SBMA and I Love Funtastic Subic Bay logos (or as required tagline released by SBMA prior to the time of production).
 2. **3-IN-1 MULTIFUNCTION BAMBOO STYLUS PEN** - bamboo pen with retractable twist mechanism design that also functions as stylus and smartphone stand; with customized design printout of SBMA and I Love Funtastic Subic Bay logos (or as required tagline released by SBMA prior to the time of production).
 3. **2-IN-1 USB / OTG FLASH DRIVE** - 7.3cm (W) X 2.8cm (H) X 1cm (Thickness) USB and OTG flash drive with 16GB capacity and a customized design printout of SBMA and I Love Funtastic Subic Bay logos (or as required tagline released by SBMA prior to the time of production).
 4. **NOTEBOOK WITH STICKY NOTES, PAGE MARKERS, AND CARD HOLDER** - notebook with hardbound cover containing four (4) different kinds of sticky note pads inside with seventy (70) sheets each, twenty (20) sheets of assorted colors index flags, and a transparent plastic pocket that will function as card holder; with customized design printout of SBMA and I Love Funtastic Subic Bay logos (or as required tagline released by SBMA prior to the time of production).
 5. **SBMA PLANNER / NOTEBOOK** - high quality leather hard cover notebook with debossed printout of SBMA and I Love Funtastic Subic Bay logos (or as required tagline released by SBMA prior to the time of production) containing 120 pages with lined print and undated monthly calendar from January to December.
 6. **GLASS CARD HOLDER WITH PEN STAND** - glass card holder with white engrave inscription of approved layouts in front and at the back enclosed in a hardbound box.
 7. **RECTANGULAR GLASS PAPER WEIGHT** - 4.5" (W) X 3" (H) X 1" thick glass paperweight with white inlay customized designs enclosed in a hardbound box.



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B. The deliverables of the supplier are hereby provided:

MUG		250 PCS
3-IN-1 MULTIFUNCTION BAMBOO STYLUS PEN		350 PCS
2-IN-1 USB / OTG FLASH DRIVE		300 PCS
NOTEBOOK WITH STICKY NOTES, PAGE MARKERS, AND CARD HOLDER		200 PCS
SBMA PLANNER / NOTEBOOK		200 PCS
GLASS CARD HOLDER WITH PEN STAND		200 PCS
RECTANGULAR GLASS PAPER WEIGHT		200 PCS

V. TIMELINE

Supplier must be able to submit the following scope of work within the specified time schedule from the date of Notice of Award:

- A. Presentation of Initial Sample: suppliers must present an initial sample of product within fifteen (15) calendar days from receiving the layout.
- B. Revision of designs, graphic layouts and sample printouts:
 - 1. Should there be a need to revise any chosen design and graphic proposal, suppliers shall be given seven (7) calendar days to revise each corrected item from date of notice/s to revise.
 - 2. Suppliers must submit sample printouts/fabrication of each approved design and graphic layout for each item for final evaluation, proofing, and approval prior to mass production.
- C. Mass Production and Delivery: Upon approval of the final draft and sample products, all items listed in Item IV.A must be delivered within sixty (60) calendar days from date of approval.

VI. BUDGET REQUIREMENTS

Budget requirement for all deliverables is P609,500.00



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VII. MODE OF PAYMENT

Subic Bay Metropolitan Authority will pay the full contract amount within fifteen (15) to thirty (30) days upon delivery and acceptance of products.

VIII. EVALUATION OF PROPOSALS

Proposals shall be assessed based on the following criteria:

- a. Legal and Eligibility Requirements shall be assessed on a pass or fail basis.
- b. All other applicable requirements based on Item III. Qualifications shall be upon evaluation by the SBMA Tourism Department, and as necessary, other pertinent requirements by the SBMA Bids and Awards Committee.

IX. CAVEAT

The SBMA does not guarantee the accuracy and completeness of the information contained in this TOR or its various attachments. In all cases, interested applicants or proponents should conduct and exercise their own diligence, research, analysis, etc. for the proposed project.

By accepting this TOR, the recipient acknowledges and agrees that:

1. None of the information herein will be used by the recipient or any of its employees or representatives in any manner whatsoever, in whole or in part, other than in connection with the proposed project for purposes of considering the terms and conditions stated herein.
2. Without limiting the generality of the foregoing, the recipient will not reproduce this TOR to any person other than a limited number of the recipient's employees or representatives who have a clear need to know such information; and
3. Any proposed action by the recipient which is inconsistent in any way with the foregoing will require the prior written consent of the SBMA.
4. Any deliverables of the winning applicant/proponent as a result of the activities under this TOR shall become property of SBMA. As such, SBMA shall have all the rights to implement, revise and or edit any content, in part or in whole, for the best interest of the Subic Bay Freeport Zone and its clientele.



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5. While SBMA is open to all project proposals from qualified companies, SBMA reserves the right to reject any and all proposals or not award the project.

Prepared by:

JIA VIANCA LADAO
RWSO II
Ads and Marketing

Noted by:

MARY JAMELLE A. CAMBA
Department Manager
Tourism Department

Approved by:

JONATHAN D. TAN
Chairman and Administrator
Subic Bay Metropolitan Authority