




PROCUREMENT AND PROPERTY MANAGEMENT DEPARTMENT

REQUEST FOR QUOTATION

Tel./Fax (047) 252-4503| Email: sbmapprmd@gmail.com

RFQ NO. **AMP#00017-25-0226-L**

I. MANDATORY TO BE FILLED OUT BY BIDDER				II. TO BE FILLED OUT BY PROCUREMENT PERSONNEL			
✓ COMPANY NAME *	:			DATE	:	12 APRIL 2025	 FOR MORE OPPORTUNITIES PLEASE SCAN THE QR CODE
✓ ADDRESS *	:			BID VALIDITY PERIOD	:		
✓ TAX ID NO.	:			PR NO.	:	00017-25-0226-0033	
✓ CONTACT NO. *	:			TOTAL ABC	:	201,372.67	
✓ PHILGEPS REGISTRATION NO.	:			DEADLINE OF SUBMISSION	:	21 APRIL 2025	
✓ TAX TYPE *	:	<input type="checkbox"/> VAT REGISTERED	<input type="checkbox"/> NON VAT.	MODE OF PROCUREMENT	:	NEGOTIATED-SVP	
✓ EMAIL ADDRESS	:			TERMS OF PAYMENT	:	30 DAYS	
✓ DELIVERY PERIOD	:						
(Upon receipt of NTP.)							
INSTRUCTIONS							
1. Please indicate the following information in your bid: a. Company name, Address, Contact No., TIN, E-Address, and Delivery Period, Authorized Representative b. Bidder's offer/Warranty period (technical specifications / brand) per item 2. All mandatory [with asterisk (*)] must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified. Other Instructions and Terms and Conditions please see at the back of this page							
c. Unit Price, Total Price and Total Amount d. Name of Bidder's Authorized Representative e. Signature & Date.							
Note: The SBMA reserves the right to accept or reject any or all of the quotations to waive formally therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.							
ELIGIBILITY AND OTHER REQUIREMENTS							
✓ Suppliers are required to submit the following documents simultaneous with the submission of bid offer/s: 1. Valid and Current Mayor's / Business Permit* 2. Valid and Current PhilGEPS Registration Certificate / Number* 3. Income / Business Tax Return (for ABC's above Php 500,000.00)							
✓ 4. Notarized Omnibus Sworn Statement (for Emergency Cases and SVP with ABC's above Php 50,000.00) 5. BIR 2303 Certificate of Registration 6. Other requirements as may be required under Annex H of the 2016 IRR of RA 9184							
Purpose :							
✓ TERMS OF REFERENCE (TOR) WITH INITIALS ON ALL PAGES TO INDICATE CONFORMITY							
NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT COST / (ABC)	BIDDERS OFFER / WARRANTY PERIOD (Technical Specs Brand Model)	UNIT PRICE	TOTAL PRICE
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(b'g)
1	1	LOT	COURIER SERVICE - DOMESTIC/ INTERNATIONAL COMMENCING FROM THE DATE OF NOTICE TO PROCEED (NTP) TO DECEMBER 31, 2025 A. ZONAL RATE - TARIFF B. 30 DAYS PAYMENT Payment in check within thirty calendar <i>business</i> days from receipt from the service provider. All payment made by the SBMA shall be subject to applicable and usual accounting and auditing rules currently in force C. DAILY PICK UP DOCUMENTS AND OTHER PRINTED MATTER FROM SBMA AT 4:00PM D. TRACKING SYSTEM NOTE: Please see the attached Terms of Reference. ***NOTHING FOLLOWS***	201,372.67			
(VAT INCLUSIVE) TOTAL AMOUNT							
Bidders Declaration: I/We have "Read and Agreed with Instructions and Terms and Conditions" stated in this quotation and "Reviewed and Complied" with detailed specifications signed by a duly authorized representative of our company.				Canvassed by: Buyer's Name and Signature _____ Date _____ BY THE AUTHORITY OF THE PROCUREMENT AND PROPERTY MANAGEMENT DEPARTMENT DENNIS ROLAN E. BAVIERA Officer-in-Charge, PPMD _____ Date _____			
✓ Bidder's Authorized Representative (Printed Name and Signature) _____ Date _____				We hereby certify that we have verified the Price Quotation submitted by the supplier/bidder.			
Opened By: _____ Date _____				Witnessed By: _____ Date _____		Witnessed By: _____ Date _____	
FOR SUBIC BAY METROPOLITAN AUTHORITY USE ONLY							

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.
 - ☐ 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 sbmappmd@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 PPMD 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

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 stated from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso.
5. Quotations exceeding the Approved Budget for the Contract / Cost per Item 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 PPMD 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 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.