



REQUEST FOR QUOTATION

Purchase Request No. \_\_\_\_\_

THE SUBIC BAY METROPOLITAN AUTHORITY, through its Procurement and Property Management Department (PPMD), intends to procure the \_\_\_\_\_ through \_\_\_\_\_ of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on** \_\_\_\_\_ at the PPMD Office, Room 201, Bldg. 255, Barryman Road, SBFZ. Quotation may also be submitted through email at [sbmappmd@gmail.com](mailto:sbmappmd@gmail.com)

The following documents are also required to be submitted along with your quotation on the specified deadline above:

| Document  | Remarks  |
|---|--|
| Copy of 2023 Mayor's or Business Permit                         | In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of the renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted <b>after the award of the contract but before payment</b> in accordance with Item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020. |
| Notarized Omnibus Sworn Statement (For SVP and Emergency Cases) | If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance therewith <b>after the award of the contract but before payment</b> in accordance with Item 6.3 of GPPB Resolution No. 09-2020  |
| Income/Business Tax Return (for ABC's above Php 500k)           | Manually filed tax returns or filed through the EFPS   |

### **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 [sbmappmd@gmail.com](mailto: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 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 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.



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:

| <b>SCHEDULE OF REQUIREMENTS</b>   |   | <b>Bidder's Statement of Compliance/REMARKS</b> |
|---|---|---|
| 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)

| <b>TECHNICAL SPECIFICATION</b>  |             |                |   |           |            |
|---|-------------|----------------|---|-----------|------------|
| 1. Please quote your <b>best offer</b> 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<br>(indicate brand/warranty (if applicable)) | Unit Cost | Total Cost |
| 1   |             |                |   |           |            |
| 2.  |             |                |   |           |            |
| 3.  |             |                |   |           |            |
| 4.  |             |                |   |           |            |

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

|                                |   |
|--------------------------------|---|
| <b><u>Payment Details:</u></b> | <b>Terms of Payment</b><br><br>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*

|   |  |   |
|---|--|---|
| <b>CERTIFICATION:</b><br><br>I hereby certify that I have personally canvassed/ verified<br><br>the price/s of the item/s mentioned in this Quotation Form<br><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Signature over Printed Name</p> <p style="text-align: center;">(Canvasser)</p> </div> <div style="width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Date</p> </div> </div> |  | Opened by: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><br><br>Witnesses: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><br><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><br><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><br><br>Date: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> |
|---|--|---|

