



# 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

**SUBIC BAY**  
 METROPOLITAN AUTHORITY

## QUOTATION FORM

You may send your quotation via email to [sbmappmd@gmail.com](mailto:sbmappmd@gmail.com)  
 email with "cc/bcc" WILL NOT BE ACCEPTED.

Approved Budget for the Contract: \_\_\_\_\_

For inquiries, contact: \_\_\_\_\_ at Tel. No. (047) 252-

REFERENCE: 0 0 0 4 4 - 2 0 - 1 2 0 6 - 0 0 7 5

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, may not be considered.	<b>TERMS:</b> * Payment: _____ days * Delivery: _____ calendar days					
* <input type="checkbox"/> NON-VAT <input type="checkbox"/> VAT REGISTERED <input type="checkbox"/> Vat Inclusive <input type="checkbox"/> Vat Exclusive TIN #: _____	<b>DELIVERY POINT:</b> PPMD RECEIVING SECTION Bldg 709, Burgos Street, Subic Bay Freeport Zone REMINDER: If FOB destination or others, please indicate the estimated freight cost.					
ITEM NO	ITEM DESCRIPTION	QTY	UI	BRAND / WARRANTY	UNIT PRICE	TOTAL PRICE

1 QUARTERLY PREVENTIVE MAINTENANCE OF UNINTERRUPTIBLE POWER SUPPLY (UPS), MAKE/MODEL: INFORM 20KVA PDSP U AT RADAR SITE AND QUARTERLY PREVENTIVE MAINTENANCE OF UNINTERRUPTIBLE POWER SUPPLY (UPS) MAKE/MODEL: INFORM 30 KVA PDSP U AT BLDG 8050.	1	LO *				
---	---	------	--	--	--	--

PERIOD COVERAGE:  
 JANUARY TO DECEMBER 2020 (4 QUARTERS)

- SCOPE OF WORKS:
1. NOTE ENVIRONMENTAL CONDITIONS.
  2. VISUALLY INSPECT BATTERIES, UPS AND ASSOCIATE EQUIPMENT FOR ANY SIGNS OF DAMAGE OR PROBLEMS.
  3. VERIFY THAT ALL FANS ARE OPERATIONAL.
  4. RECORD ALL METER READINGS, ALARMS, STORE DATA AVAILABLE FROM THE UPS DISPLAY.
  5. LOAD TEST ALL BATTERIES.
  6. CHECK FOR CORROSION OF BATTERY CONNECTIONS AND CORRECT IF NEEDED.
  7. NOTE AND ADDRESS ANY DISCREPANCIES FOUND.
  8. CLEAN INTERIOR OF UNIT.
  9. CHECK TIGHTNESS OF TERMINALS, CONNECTORS, ETC.

* 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:  _____ * Signature over printed name      Date      Designation (Authorized Company Personnel)	<b>CERTIFICATION:</b> I hereby certify that I have personally canvassed/verified the price/s of the item/s mentioned above.  _____ Signature over printed name      Date (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
---------	------------------	-----	----	------------------	------------	-------------

10. VERIFY AND/OR CALIBRATE METER READINGS AND SETTINGS.
11. TEST CAPACITORS AND CHECK FOR LEAKAGE OR EXPOSURE INDICATORS.
12. VERIFY ALL SETTINGS INCLUDING OUTPUT VOLTAGE AND PHASE SHIFT.
13. PLACE UNIT BACK ON LINE AND VERIFY CORRECT OPERATION.
14. TROUBLESHOOTING/RESTORATION OF UPS DURING BREAKDOWN.
15. PROVIDE WRITTEN OR ELECTRONIC REPORT.

**INCLUSIONS:**

1. SCHEDULED QUARTERLY PREVENTIVE MAINTENANCE CHECK-UP SHALL BE RENDERED DURING REGULAR BUSINESS HOURS WHICH ARE FROM 8:00 AM TO 5:00 PM MONDAY TO SATURDAY.
2. EMERGENCY REPAIR SERVICE SHALL BE PROVIDED OUTSIDE REGULAR WORKING HOURS.
3. ON SITE INTERVENTION WITHIN FOUR TO FIVE ( 4 TO 5) HOURS AFTER RECEIPT OF SERVICE CALL.
4. TELEPHONE SUPPORT AVAILABLE 24/7.
5. LABOR CHARGE AND SPARE PARTS ARE ON-STOCK IN CASE OF EQUIPMENT BREAKDOWN.
6. UPS PARTS EXCLUDED ARE BATTERIES, TRANSFORMERS, CHOKE COILS, AC AND DC CAPACITORS, FANS AND BLOWERS.

**NOTE TO SUPPLIERS:**

Supplier/s may submit their quotation/s thru:

\*PERSONAL

\*COURIER

\*FACSIMILE (acceptable for PR with ABC of less than P50,000)

\*EMAIL DIRECTLY to sbmappmd@gmail.com. (Emails with "cc" or "bcc" will NOT BE ACCEPTED; Quotation/s sent to any other email address will also NOT be considered)

\*Suppliers may observe the opening of bids/quotations; kindly confirm schedule with the Technical Section at (047) 252-4503.

\*For Services/Services & Materials with contract price of P500,000.00 and above, Performance Security is required.

\*For Services & Materials/Equipment with contract price of P300,000.00 and above, Warranty Security is required EXCEPT for those deliveries that are outrightly consumed within the date of delivery/rendering of services.

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

00044-20-1206-0075

*(Handwritten mark)*

Page 2 of 2