REQUEST FOR QUOTATION

Date: 12 July 2022

ITB/RFQ No.: <u>RFQ-0722-001</u>

Name of Company/Business Name:
Address:
2022 Business/Mayor's Permit No.:
TIN:
PhilGEPS Platinum Registration Number (required):

The National Headquarters – Philippine Coast Guard (NHQ-PCG), through the NHQ-PCG - Bids and Awards Committee (BAC), intends to procure the Supply and Delivery of Various PCG Publications, through Section 53.1 (Negotiated Procurement – Two Failed Biddings) of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, with an Approved Budget for the Contract (ABC) of One Million Eight Hundred Thousand Pesos (PhP1,800,000.00).

Below are the details of the subject procurement project, for your reference:

Schedule of Negotiations:	20 July 2022, 01:00 PM Venue: • Thru Video Conferencing via Zoom • Zoom ID: 717 723 7932 • Password: PCG-BAC
Deadline of Submission and Receipt of Sealed Quotations/Best Offer:	27 July 2022, 01:00 PM Venue: Coast Guard Procurement Service, National Headquarters Philippine Coast Guard, 139 25th Street. Port Area, Manila 1018
Marking of Sealed Envelope Containing the Accomplished RFQ:	,
Schedule of Opening and Preliminary Examination of Sealed Quotations/Best Offer:	 27 July 2022, 01:00 PM onwards Venue: Conference Room, 2nd Floor Admin Building, National Headquarters Philippine Coast Guard, 139 25th Street. Port Area, Manila 1018

A valid and updated Philippine Government Electronic Procurement System (PhilGEPS) Registration Certificate (Platinum Membership) (all pages) (sample updated format is attached herein) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184 and GPPB Resolution No. 15-2021 shall submitted along with the sealed quotations.

Anent this, please quote your **best offer** described herein, **subject to the Terms and Conditions** indicated at this RFQ. Submit your sealed quotation duly signed by your authorized representative **not later than 27 July 2022 at 01:00 PM**.

Should you have questions or concerns on the subject procurement project, you may communicate with **CG CDR ELGENE JF GREGORIO**, **Head of NHQ-PCG BAC Secretariat**, at 0967-249-1551 / 0949-829-2292 or procurement@coastquard.gov.ph.

CG COMMO TITO ALVIN G ANDAL

Chairman Bids and Awards Committee

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 <u>mandatory</u> to minimize errors or omissions of the 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 <u>only</u> pertains to deadline extension
- (3) Prospective bidders may download this RFQ, free of charge, from the PCG and PhilGEPS websites.
- (4) Bidders, except those who have previously participated in the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Sealed Quotations/Best Offers. A copy of the PCG Official Receipt shall be presented as proof of payment.
- (5) Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement.
- (6) The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.
- (7) Technical Specifications/Scope of Work and additional Terms and Conditions of the program/project/activity shall be fully discussed during Negotiations. In case there are changes in the requirements and/or technical specifications made after the consultations/negotiations, these shall be documented and communicated on an equal basis through the issuance of Supplemental/Bid Bulletins which shall be posted at the PCG and PhilGEPS websites.
- (8) Bidders should be responsible for securing copies of the Supplemental/Bid Bulletins at the websites of Philippine Coast Guard and the PhilGEPS. Copies of the Supplemental Bid Bulletins are also sent through fax and/or electronic mail to all prospective bidders who purchased the RFQ.
- (9) Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, time and venue, a best offer based on the final technical and financial requirements.
- (10) All technical specifications are mandatory and must be complied with, unless otherwise stated. All blank spaces shall be filled in with the information requested. Failure to comply with the mandatory requirements and to fill up the blank spaces shall render the quotation ineligible/disqualified.

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 a period of **forty-five (45) calendar days** from the deadline of submission.
- (4) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable; government permits and fees; and other charges relative to the acquisition and delivery of items to PCG.
- (5) Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, time and venue, a best offer based on the final technical and financial requirements.
- (6) Quotations, including documentary requirements, received after the deadline shall not be accepted.
- (7) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- (8) During the Submission, Receipt, Opening and Preliminary Examination of the Best Offer/s, the BAC shall check the submitted best offer/s and other required documents using a non-discretionary_pass/fail criteria. The BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, offer/s or proposal/s that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the best offer as "Passed".
- (9) For the purpose of standardization of offer/quotations, this RFQ Form will prevail over all kinds and forms of offer/quotation. <u>In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.</u>
- (10) Please be reminded that alternative best offers/quotations/proposals shall not be allowed. Alternative best offers/quotations/proposals are defined as an offer by the prospective supplier in addition or as a substitute to its original quotation. A quotation/best offer with options is also considered as alternative quotation.
- (11) All qualified bidders shall undergo detailed bid evaluation to check the completeness of their best offers/quotations/proposals and consider computational errors. During detailed evaluation of the best offer, the NHQ-PCG shall identify the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services).
- (12) PCG-BAC shall select the successful offer on the basis of the best offer/s submitted by the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services) which complies with PCG's requirements.
- (13) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation, and/or two or more bidders were post-qualified and determined to have the Lowest Calculated and Responsive Quotation, the NHQ-PCG BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005, using the following procedures:
 - a) In alphabetical order, the bidders shall pick one rolled paper.
 - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the winning bidder having the LCRB and recommended for award of the contract.

- (14) Award of contract shall be made to the lowest quotation which complies with the documentary requirements, technical specifications, financial requirements, and other terms and conditions stated herein.
- (15) The NHQ-PCG BAC shall recommend award of contract to the Head of the Procuring Entity (HOPE) or its duly authorized representative in favor of the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services) at the bidders calculated financial best offer or submitted financial best offer, whichever is lower.
- (16) To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security upon receipt of the Notice of Award (NOA) and prior to the signing of the contract, in any of the following forms:

Form of Performance Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	Five Percent (5%)
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorize to issue such security specific for the contract awarded.	Thirty Percent (30%)
Performance Securing Declaration	No amount required. Using the GPPB prescribed format duly attached herewith

- (17) The Performance Security shall remain valid until the issuance of Certificate of Acceptance (issuance of the IAR); Provided that PCG has no claims filed against the contract awardee or the surety or insurance company.
- (18) In order to assure that patent or latent defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period of three (3) months. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price. The said amounts shall only be released after the lapse of the warranty period; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- (19) The PCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- (20) The item/s shall be delivered according to the accepted offer of the bidder.
- (21) Item/s delivered shall be inspected by the PCG, through the End-User and/or concerned Unit/Office, on the scheduled date and time.
- (22) The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
- (23) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours,** upon receipt of our advice.

- Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
- (24) The winning bidder agrees that 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, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. The PCG 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.
- (25) Other terms and conditions relative to the project are provided in the attached Purchase Order/Service Contract.

After having carefully read and accepted the Instructions, and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:

SUPPLY AND DELIVERY OF VARIOUS PCG PUBLICATIONS APPROVED BUDGET FOR THE CONTRACT: One Million Eight Hundred Thousand Pesos (PhP1,800,000.00) STATEMENT OF COMPLIANCE (check one column only) UNIT **TECHNICAL SPECIFICATIONS** QUANTITY REMARKS NOT COMPLY COMPLY Supply and Delivery of Tour of **Duty Magazine Size:** 11" x 8.5" **Orientation:** Portrait Pages: 72 pages excluding Color Format: Four Color Cover and Inside Printing Process: Offset Printing Pcs 100 **Cover:** Matte Lamination/Spot UV/ Embossed PCG Logo and Letters Binding: Hardbound, Smyth sewn Materials: C2S 80 lbs. - Inside C2S 220 lbs. with chipboard #20 Cover Others: Complete Production with Layout and Design

SUPPLY AND DELIVERY OF VARIOUS PCG PUBLICATIONS

APPROVED BUDGET FOR THE CONTRACT: One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)

TECHNICAL SPECIFICATIONS	UNIT	QUANTITY	STATEN COMPL (check one of		REMARKS
			COMPLY	NOT COMPLY	
Supply and Delivery of Coffee Table Book					
 Size: 12" x 9" Orientation: Landscape Pages: 72 pages+ fly leaf + cover Color Format: Four Color Cover and Inside Printing Process: Offset Printing Binding: Hardbound, Smyth sewn Cover: Matte Lamination and Spot UV with Embossing PCG Logo and Letters Materials: C2S 100 lbs. – Inside C2S 120 lbs. with chip board # 20 – Cover Others: Complete Production with Layout and Design 	PCS	500			
Supply and Delivery of Anniversary Magazine Size: 11" x 8.5" Orientation: Portrait Pages: 72 pages excluding cover Color Format: Four Color Cover and Inside Printing Process: Offset Printing Cover: Matte Lamination/Spot UV/ Embossed PCG Logo and Letters Binding: Perfect Binding Materials: C2S 80 lbs. – Inside C2S 220 lbs. – Cover Others: Complete Production with Layout and Design	PCS	500			

SUPPLY AND DELIVERY OF VARIOUS PCG PUBLICATIONS

APPROVED BUDGET FOR THE CONTRACT: One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)

TECHNICAL SPECIFICATIONS	UNIT QUANTITY		STATEMENT OF COMPLIANCE (check one column only)		REMARKS
			COMPLY	NOT COMPLY	
Supply and Delivery of Poster Calendar 2023					
 Board Size: 18" x 24" Pages Size: 7.5" x 17.5" 13	PCS	20,000			
Supply and Delivery of PCG Promotional Brochures Spread Size: 12" x 9" Orientation: Landscape Folds: 2 Folds 3 panel Materials: C2S 80 lbs. Process: Offset Printing Color Format: Four Color Others: Complete Production with Layout and Design	PCS	500			
 Supply and Delivery of PCG Promotional Posters Board Size: 18" x 24" Materials: C2S 220 lbs. – Board Printing Process: Offset Printing Color Format: Four Color Binding: Trim to Size Others: Complete Production with Layout and Design 	PCS	500			
Other Terms and Conditions Delivery Schedule					
The project delivery/completion perioditems shall not be later than:	od for the	following			
Tour of Duty Magazine 1	9 Septer	Schedule mber 2022 mber 2022			

SUPPLY AND DELIVERY OF VARIOUS PCG PUBLICATIONS

<u>APPROVED BUDGET FOR THE CONTRACT: One Million Eight Hundred Thousand Pesos</u> (PhP1,800,000.00)

TECHNICAL SPECIFICATIONS	UNIT	QUANTITY	COMPL	IENT OF LIANCE column only)	REMARKS
			COMPLY	NOT COMPLY	
PCG Promotional Brochures PCG Promotional Posters Coffee Table Book Poster Calendar 2023 Project Site: 25th Street Port Area Manila,	03 Octo 07 Octo 21 Nover	ber 2022 ber 2022 ber 2022 mber 2022 ers Philippine			
Coast Guard Payment:					
Payment shall be processed up delivery schedule in accordance and technical specifications and sin writing by the end-user	vith the req	uired quantity			
 Warranty In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184. All items shall have a warranty of at least one (1) year upon acceptance. The period for correction of defects is within fifteen (15) working days from receipt of the notice to rectify if there were any latent or patent defects identified on the delivered items. 					
Inspection and Acceptance Par	ameters:				
 25th Street Port Area Manila, Coast Guard_by the end-user Inspection and Acceptance C Only items in conformity with and technical specifications s 	and the Te ommittee (1 the required	chnical TIAC). d quantity			

Notes:

- 1) No portion of the contract shall be sub-contracted;
- 2) Project shall be awarded as One (1) Project having several items that shall be awarded as one contract; and
- 3) Price Quotation (unit and total prices) shall be rounded off up to two (2) decimal places.

Contact Person for Clarification

CG ENS CAROL JANE F LABURADA

Chief Logistics, CG-7

Contact Number: 0917-685-6047 Email Address: cg7@coastguard.gov.ph

FINANCIAL OFFER:

Terms of Payment:
Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account. Payment Details:
Banking Institution:
Account Number:
Account Name:
Branch:

Please quote your <u>best offer</u> for the items below based on the aforementioned technical specifications. Please do not leave any blank items. Indicate "**0**" if item being offered is for free.

SUPPLY AND DELIVERY OF VARIOUS PCG PUBLICATIONS						
APPROVED BUDGET FOR THE CONTRACT: One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)						
ITEMS	UNIT QUANTITY		ITEMS UNIT			R/FINANCIAL DN/OFFER
TIEMO	Olun	QUANTITY	UNIT COST (inclusive of applicable taxes)	TOTAL COST (inclusive of applicable taxes)		
Tour of Duty Magazine	PCS	100				
Coffee Table Book	PCS	500				
Anniversary Magazine	PCS	500				
Poster Calendar 2023	PCS	20,000				
PCG Promotional Brochures	PCS	500				
Promotional Posters	PCS	500				
Total Offered Quotation (in words):						
Total Offered Quo	tation	(in figures):				

OTHER REQUIREMENTS:

During the conduct of Post-Qualification, for purposes of verifying, validating and ascertaining the veracity, authenticity and validity of all the Class "A" eligibility documents supporting the PhilGEPS Certificate of Platinum Registration and Membership in accordance with Section 8.5.2 of the 2016 revised IRR of RA No. 9184, the Lowest Calculated Bidder shall submit copies of the following documents:

- Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
- 2. Valid Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
- 3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND**
- 4. Latest AFS stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

BIDDER'S COMMITMENT AND COMPLIANCE TO THE TERMS AND CONDITIONS:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the NHQ-PCG BAC, to the provisions of the Purchase Order / Contract, and to the rules and regulations of the Government and Philippine Coast Guard.

We understand that Philippine Coast Guard is not bound to accept the lowest or any offer/quotation it may receive.

Vary truly yours

very truly yours
Signature over Printed Name
Position/Designation
Company Represented
TIN
Office Telephone/Fax/Mobile Nos.
Official Email Address/es

	DF THE PHILIPPINES)) S.S. x
X	PERFORMANCE SECURING DECLARATION
Invitation	to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert r	ame and address of the Procuring Entity]
I/We 1.	the undersigned, declare that: I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer contractor/consultant of its obligations under the Contract, I/we sha submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2.	I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year if in case it is my first offense, or two (2) years if I have a prior similar offense upon receipt of your Blacklisting Order if I/we have violated my/our obligations under the Contract.
3.	 14.1. I/We understand that this Performance Securing Declaration shall cease to be valid upon: a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions: i. Procuring Entity has no claims filed against the contract awardee; ii. It has no claims for labor and materials filed against the contractor; and iii. Other terms of the contract; or
	b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 IRR of RA No. 9184 as required by the end-user
	TNESS WHEREOF, I/We have hereunto set my/our hand/s this day ear] at [place of execution].
	[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE] [Insert Signatory's Legal Capacity] Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were

identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no issued on at
Witness my hand and seal this day of [month] [year].
NAME OF NOTARY PUBLIC Serial No. of Commission Notary Public for until Roll of Attorneys No PTR No [date issued], [place issued] IBP No [date issued], [place issued]
Doc. No Page No Book No Series of

REVISED PhilGEPS CERTIFICATE OF PLATINUM REGISTRATION AND MEMBERSHIP (First Page Only)

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

(NAME OF BIDDER) Address

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on (date of registration) pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that (name of the prospective bidder) has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

- 1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
- 2. the veracity of the statements and information contained therein:
- 3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it evidence that the Bidder has passed the post qualification stage; and
- 4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until (date of expiration).

Issued this (date) day of (month), year. This is a system-generated certificate. No signature is required.

Documentary Stamp Tax Paid 30.00 Certificate Reference No:

(QR Code)