



REPUBLIC OF THE PHILIPPINES

**COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND**

56 ML Quezon Street, Purok 1, New Lower Bicutan, Taguig City

## ***Section I. Invitation to Bid***

# INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF MEMENTOS, SOUVENIRS, AND OTHER CUSTOMIZED ITEMS FOR CGHRMC AND ITS SUPPORT UNITS FOR FY 2023

1. The Coast Guard Human Resource Management Command (CGHRMC) of the Philippine Coast Guard (PCG) through the General Appropriations Act for FY 2023 intends to apply the sum of ***One Million Five Hundred Ninety-One Thousand Three Hundred Thirty Pesos (PhP 1,591,330.00)*** being the total ABC to payments under the contract for the **Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC and Its Support Units for FY 2023** broken down as follows:

LOT No.	DESCRIPTION	ABC
1	Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC for FY 2023	Four Hundred Ninety-Nine Thousand Six Hundred Thirty Pesos (PhP499,630.00)
2	Supply and Delivery of Customized Items for CGSSO - PCG Summer Sports Fest 2023	Five Hundred Nineteen Thousand Pesos (PhP519,000.00)
3	Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGGAD for FY 2023	Two Hundred Eighty-Nine Thousand Five Hundred Pesos (PhP289,500.00)
4	Supply and Delivery of Plaques and Travel Organizers for NUPAO for FY 2023	Two Hundred Eighty-Three Thousand Two Hundred Pesos (PhP283,200.00)

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Coast Guard Human Resource Management Command now invites bids for the above Procurement Project. Delivery of the Goods is required based on the delivery schedule provided under Section VI (Schedule of Requirements) of this Bidding Documents commencing from the date of receipt of the Notice to Proceed. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country

the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Coast Guard Human Resource Management Command (CGHRMC) and inspect the Bidding Documents at the address given below from Monday to Friday during office hours from **08:00 AM to 05:00 P.M.**, except non-working days (i.e., Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **04 April 2023 to 24 April 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents based on the total ABC to be bid, pursuant to the latest Guidelines issued by the GPPB, in accordance with the following schedule:

ABC Range	Amount of Bidding Documents Fee
More than PhP500,000.00 up to PhP1,000,000.00	PhP1,000.00
More than PhP1,000,000.00 up to PhP5,000,000.00	PhP5,000.00

6. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through email*.
7. The ***Coast Guard Human Resource Management Command*** will hold a Pre-Bid Conference on **12 April 2023, 02:00 PM** at the Coast Guard Human Resource Management Command – Satellite Training Institute (CGHRMC-STI) Conference Room, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **24 April 2023, 02:00 PM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **24 April 2023, 02:00 PM** at **Coast Guard Human Resource Management Command – Satellite Training Institute (CGHRMC-STI) Conference Room, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. Bidders shall bear all costs associated with the preparation and submission of their bids, and the Coast Guard Human Resource Management Command will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that the Coast Guard Human Resource Management Command will accept bids only from those that have paid the applicable fee for the Bidding Documents.

The Coast Guard Human Resource Management Command assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is “DRAW LOTS,” in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on 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 final bidder having the LCRB and recommended for award of the contract.
12. The CGHRMC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  13. For further information, please refer to:

**CG ENS ALEUNA SIGRID D PALITA**

Head, CGHRMC BAC Secretariat

Coast Guard Human Resource Management Command

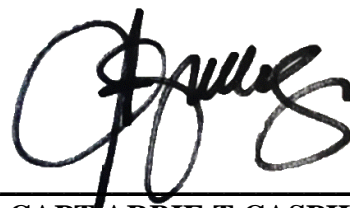
56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City

Contact Number: 0968-880-7210

Email Address: cghrmc.hr4@gmail.com

14. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and [www.coastguard.gov.ph](http://www.coastguard.gov.ph)



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**CG CAPT ARBIE T CASPILLO**  
BAC Chairperson