



REQUEST FOR QUOTATION

Date	:	19 July 2023
Project Title	:	Supply and Delivery of Office Furniture and Equipment for CGHRMC and its Support Units for FY 2023
Method of Procurement	:	Negotiated Procurement – Two Failed Biddings (Section 53.1 of the 2016 revised IRR of RA No. 9184)
RFQ No.	:	RFQ-0723-001
Brief Description	:	The procurement of Supply and Delivery of Office Furniture and Equipment for CGHRMC and its Support Units for FY 2023 has been programmed by CGHRMC and its Support Units to address the lack of equipment necessary for the performance of their various day-to-day duties, functions, and activities.
Delivery Schedule	:	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed
Approved Budget for the Contract (ABC)	:	One Million One Hundred Twenty-Seven Thousand Nine Hundred Sixty Pesos (PhP 1,127,960.00)
Fee for the Sale of Request for Quotation (RFQ)	:	Complete details of the project are indicated in the RFQ which will be available to prospective bidders at the Coast Guard Human Resource Management Command upon payment of the applicable fee for the sale of RFQ, pursuant to the latest Guidelines issued by the GPPB in the amount of Five Thousand Pesos (PhP 5,000.00).
Schedule for Negotiations:	:	July 24, 2023 (Monday), 02:30 P.M (Sealed Quotation) Venue: Coast Guard Human Resource Management Command – Satellite Training Institute (CGHRMC-STI) Conference Room, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City
Deadline for the Submission and Receipt of the Best Offer/s	:	July 27, 2023 (Thursday), 02:30 P.M (Sealed Quotation) Venue: Coast Guard Human Resource Management Command – Satellite Training Institute (CGHRMC-STI) Conference Room, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City
Opening and Preliminary Examination of the Best Offer/s	:	July 27, 2023 (Thursday), 02:30 P.M (Sealed Quotation) Venue: Coast Guard Human Resource Management Command – Satellite Training Institute (CGHRMC-STI) Conference Room, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City
Please submit the envelope containing the accomplished RFQ form and required documents to the Bids and Awards Committee (BAC), Coast Guard Human Resource Management Command (CGHRMC), 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City, Philippines		

The envelope shall bear the following information in capital letters:

1. Title and reference number of the project; and
2. Name, address, and contact details (telephone/cellphone numbers and/or e-mail address) of the Bidder.

Sir / Madam:

In accordance with the Technical Specifications and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest quotation.

For any inquiries or clarifications, please contact the Coast Guard Human Resource Management Command (CGHRMC) at (+63) 968-880-7210 and look for CG ENS ALEUNA SIGRID D PALITA, Head, CGHRMC BAC Secretariat

Thank you.






CG CAPT ARBIE T CASPILLO
Chairperson, CGHRMC BAC



Dear Mr. Sir/Ma'am:


In accordance with your request, the following is our quotation for your requirement:



I. TECHNICAL SPECIFICATIONS


Name of Project: Supply and Delivery of Office Furniture and Equipment for CGHRMC and Its Support Units for FY 2023				
ITEMS	Unit	Qty	Statement of Compliance <i>(Please fill up each row with either: "Comply" or "Not Comply")</i>	Brand Offered <i>(Please indicate the brand to be offered)</i>
LOT 1				
Office Cubicles <ul style="list-style-type: none"> Material: Combination of Fabric & Laminated partition MFC Board w/ PVC banding Size: H 120 cm x L 100 cm x D 75 cm Design: w/ 3-drawer pedestal, lock & key 	sets	15		
Wardroom Table and Chairs <ul style="list-style-type: none"> Material (Table & Chair): Medium Density Fiberboard w/ Veneer & Cushioned Seat Chairs Dimensions (Table): W1500 x D800 x H750 MM (Chair): W400 x D500 x H900 MM Design: 8-seater Retractable Modern Dining Set 	sets	2		

				
<p>Mess Hall Table</p> <ul style="list-style-type: none"> • Material: Laminated Wood Medium Density Fiberboard • Dimensions (Table): W1500 x D800 x H750 MM • Design: 8-seater Retractable Dining Set 	sets	3		
<p>Steel Filing Cabinets</p> <ul style="list-style-type: none"> • 4 Drawer Vertical Filing Cabinet • Anti-Tilt Lock Mechanism • With Steel Handle Lock • Compatible with A4, FC, letter and legal size files • Dimensions: (HXWXD): 134 X 46 X 62 cm 	sets	20		

				
<p>Corkboards</p> <ul style="list-style-type: none"> Size: L – 4 ft W – 6 ft Design: w/ Aluminum Frame 	sets	5		
<p>Whiteboards</p> <ul style="list-style-type: none"> Size: L – 4 ft W – 6 ft Design: w/ Aluminum Frame Movable Stand 	sets	5		
<p>Emergency Lights</p> <ul style="list-style-type: none"> Automatic Operation (turns on instantly when power is cut-off) Equipped with Overcharging protection Fuse protected Illuminates areas more than 1 lux Light Source: 2x1W High Power SMT LED Battery: 4V 4.0Ah Sealed Lead Acid Charging Time: 20 hours Performance Time: 6 hours (at full charge) 	sets	20		

LOT 2				
Executive Table				
<ul style="list-style-type: none"> • Dimensions: <ul style="list-style-type: none"> - Main Table (LXDXH): 1600 x 700 x 750 mm - Side Cabinet (LXDXH): 1200 x 450 x 650 mm • Specifications: <ul style="list-style-type: none"> - Table Top : 25 mm thick - Structure: E1 Moisture Resistant Board - Sidings in 2 mm PVC edge band Machine Pressed • Inclusions: <ul style="list-style-type: none"> - One (1) built-in One (1) wire management top cover in silver aluminum finish (16 cm L x 8 cm D) without socket - One (1) drawer cabinet with central lock mechanism in soft closed - One (1) swing door cabinet with lock and key - Three (3) layer open shelves - Metal legs : 1 x 3 metal steel in customized powder coated finish - Adjustable feet leveller 	set	1		
				
Office Table and Chairs				
<ul style="list-style-type: none"> • Package Inclusions: <ul style="list-style-type: none"> - Table Model: St – 63 - Chair Model: Nc – 16 • Dimensions: <ul style="list-style-type: none"> - Main Table (LXDXH): 1500 x 600 x 750 mm • Specifications: <ul style="list-style-type: none"> - Structure: E1 Moisture Resistant Board - E1 Boards with high end components built using new technology that makes furniture moisture resistant and more durable, highly essential for long term use making it the best choice 	sets	12		

<p>for all furniture types.</p> <ul style="list-style-type: none"> - Finish: E1 standard available in seven (7) finishes - Top+Legs: 25 mm thick board - Cabinet carcass: 18 mm thick - Sidings in 2mm PVC edge band - Max Weight Capacity 60 Kg • Features: <ul style="list-style-type: none"> - With built in 1 PVC grommet - With modesty panel in 40 cm height - With three (3) drawer fix cabinet with central lock mechanism - Metal Brackets - Adjustable feet leveller 				
<p>Air-conditioning Units Split Type 2.5HP</p> <ul style="list-style-type: none"> • Dimensions: <ul style="list-style-type: none"> - Indoor: 32.9H X 112W X 24.7L cm • Features: <ul style="list-style-type: none"> - Full DC Inverter - Smart Controller - Cold Plasma - Blue Fin Technology - Wattage: 1820 watts (364-2184) - Power Supply: 1HP / 230V / 60Hz - Rated Power: 2,350 W - Cooling Capacity: 25,785 Kj/hr 	<p>units</p>	<p>4</p>		

<p>Filing Cabinet, Metal</p> <ul style="list-style-type: none"> • 4D VERTICAL CABINET WITH SAFETY BOX • Description: <ul style="list-style-type: none"> - 4 Drawer Vertical Filing Cabinet with Safety Box - Anti-Tilt Lock Mechanism - With Steel Handle Lock - Compatible with A4, FC, letter and legal size files • Dimensions: (HXWXD): 134 X 46 X 62 cm 	sets	10		
LOT 3				
<p>Office Tables</p> <ul style="list-style-type: none"> • Modular Free Standing Table with 1 piece mobile pedestal drawer and 1 piece center drawer • 30mm thickness top • Aluminum cold rolled sheet in gauge 22 body frame • Powder coated and oven baked finish • With lock and keys • Light gray or Beige color 	sets	6		

				
<p>Office Chairs, Rotating</p> <ul style="list-style-type: none"> • Mid-Back and a combination of mesh and fabric • With tilt mechanism • Adjustable seat height • 360-degree swivel function • Color: Black • Dimensions: 92-100(H) x 57(W) x 56(D) cm 	sets	15		
<p>Whiteboards</p> <ul style="list-style-type: none"> • Size: L- 4 ft W- 6 ft • Design: w/ Aluminum Frame and Movable stand 	sets	3		
<p>Steel Filing Cabinets</p> <ul style="list-style-type: none"> • Description: - 4 Drawer Vertical Filing Cabinet with 	sets	4		

<p>Safety Box</p> <ul style="list-style-type: none"> - Anti-Tilt Lock Mechanism - With Steel Handle Lock - Compatible with A4, FC, letter and legal size files - Dimensions: (HXWXD): 134 X 46 X 62 cm 				
<p>Air-conditioning Units Split Type 2.5HP</p> <ul style="list-style-type: none"> • Dimensions: <ul style="list-style-type: none"> - Indoor: 32.9H X 112W X 24.7L cm • Features: <ul style="list-style-type: none"> - Full DC Inverter - Smart Controller - Cold Plasma - Blue Fin Technology - Wattage: 1820 watts (364-2184) - Power Supply: 1HP / 230V / 60Hz - Rated Power: 2,350 W - Cooling Capacity: 25,785 Kj/hr 	units	2		

Name of Project: Supply and Delivery of Office Furniture and Equipment for CGHRMC and Its Support Units for FY 2023

General Terms and Conditions

Requirement/s if awarded the contract:

Delivery Period and Completeness: Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.

Delivery Site: Coast Guard Human Resource Management Command, #56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City

Site Delivery Inspection (as Applicable): Coast Guard Human Resource Management Command, #56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City

Defective items duly identified during the delivery shall be replaced within three (3) calendar days from receipt of the Notice to Rectify coming from the end-user and/or Technical Inspection and Acceptance Committee (TIAC).

Warranty Period/Coverage of Warranty: Minimum of one (1) year upon acceptance/delivery principal place of business.

Pre-Delivery Inspection: To be checked by at least majority of the TIAC Members at the principal place of business.

Acceptance Parameters: The inspection and test shall be conducted at the **Coast Guard Human Resource Management Command, #56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City** by the end-user and the Technical Inspection and Acceptance Committee (TIAC).

Only items in conformity with the required quantity and technical specifications shall be accepted.

- Brochures or sample pictures of each item for pre-approval of the TWG to comply with the acceptance parameters.

Post-qualification:

The Lowest Calculated Bidder/s shall likewise be requested to submit copies of the following for verification:

- 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; Valid Mayor's or Business Permit issued by the city or

<p>municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</p> <ul style="list-style-type: none"> 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 Latest AFS stamped "received" by the BIR or its duly accredited and 39 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. 		
<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.</p>		
<p>Inspection and Tests</p> <p>The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.</p> <p>All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.</p>		

Notes:

- 1) No portion of the contract shall be sub-contracted;***
- 2) The Project shall be awarded by lot and shall have separate contracts for each lot.***
- 3) Price Quotation (unit and total prices) shall be rounded off up to two (2) decimal places***

II. FINANCIAL QUOTATION

Name of Project: Supply and Delivery of Office Furniture and Equipment for CGHRMC and Its Support Units for FY 2023				
TECHNICAL SPECIFICATIONS AND/OR SCOPE OF WORK			BEST OFFER/QUOTATION	
ITEMS	Qty	Unit	Unit Cost (VAT Exclusive, Zero-Rated Transaction)	Total Cost (VAT Exclusive, Zero-Rated Transaction)
LOT 1				
Office Cubicles <ul style="list-style-type: none"> Material: Combination of Fabric & Laminated partition MFC Board w/ PVC banding Size: H 120 cm x L 100 cm x D 75 cm Design: w/ 3-drawer pedestal, lock & key 	15	sets		
Wardroom Table and Chairs <ul style="list-style-type: none"> Material (Table & Chair): Medium Density Fiberboard w/ Veneer & Cushioned Seat Chairs Dimensions (Table): W1500 x D800 x H750 MM (Chair): W400 x D500 x H900 MM Design: 8-seater Retractable Modern Dining Set 	2	sets		
Mess Hall Table <ul style="list-style-type: none"> Material: Laminated Wood Medium Density Fiberboard Dimensions (Table): W1500 x D800 x H750 MM Design: 8-seater Retractable Dining Set 	3	sets		
Steel Filing Cabinets <ul style="list-style-type: none"> 4 Drawer Vertical Filing Cabinet Anti-Tilt Lock Mechanism With Steel Handle Lock Compatible with A4, FC, letter and legal size files 	20	sets		

<ul style="list-style-type: none"> Dimensions: (HXWXD): 134 X 46 X 62 cm 				
Corkboards <ul style="list-style-type: none"> Size: <ul style="list-style-type: none"> L – 4 ft W – 6 ft Design: w/ Aluminum Frame 	5	sets		
Whiteboards <ul style="list-style-type: none"> Size: <ul style="list-style-type: none"> L – 4 ft W – 6 ft Design: w/ Aluminum Frame Movable Stand 	5	sets		
Emergency Lights <ul style="list-style-type: none"> Automatic Operation (turns on instantly when power is cut-off) Equipped with Overcharging protection Fuse protected Illuminates areas more than 1 lux Light Source: 2x1W High Power SMT LED Battery: 4V 4.0Ah Sealed Lead Acid Charging Time: 20 hours Performance Time: 6 hours (at full charge) 	20	sets		
LOT 2				
Executive Table <ul style="list-style-type: none"> Dimensions: <ul style="list-style-type: none"> Main Table (LXDXH): 1600 x 700 x 750 mm Side Cabinet (LXDXH): 1200 x 450 x 650 mm Specifications: <ul style="list-style-type: none"> Table Top : 25 mm thick Structure: E1 Moisture Resistant Board Sidings in 2 mm PVC edge band Machine Pressed Inclusions: <ul style="list-style-type: none"> One (1) built-in One (1) wire management top cover in silver aluminum finish (16 cm L x 8 cm D) without socket One (1) drawer cabinet with central lock mechanism in soft closed One (1) swing door cabinet with lock and key 	1	set		

<ul style="list-style-type: none"> - Three (3) layer open shelves - Metal legs : 1 x 3 metal steel in customized powder coated finish - Adjustable feet leveller 				
Office Table and Chairs <ul style="list-style-type: none"> • Package Inclusions: <ul style="list-style-type: none"> - Table Model: St – 63 - Chair Model: Nc – 16 • Dimensions: <ul style="list-style-type: none"> - Main Table (LXDXH): 1500 x 600 x 750 mm • Specifications: <ul style="list-style-type: none"> - Structure: E1 Moisture Resistant Board - E1 Boards with high end components built using new technology that makes furniture moisture resistant and more durable, highly essential for long term use making it the best choice for all furniture types. - Finish: E1 standard available in seven (7) finishes - Top+Legs: 25 mm thick board - Cabinet carcass: 18 mm thick - Sidings in 2mm PVC edge band - Max Weight Capacity 60 Kg • Features: <ul style="list-style-type: none"> - With built in 1 PVC grommet - With modesty panel in 40 cm height - With three (3) drawer fix cabinet with central lock mechanism - Metal Brackets - Adjustable feet leveller 	12	sets		
Air-conditioning Units Split Type 2.5HP <ul style="list-style-type: none"> • Dimensions: <ul style="list-style-type: none"> - Indoor: 32.9H X 112W X 24.7L cm • Features: <ul style="list-style-type: none"> - Full DC Inverter - Smart Controller 	4	units		

<ul style="list-style-type: none"> - Cold Plasma - Blue Fin Technology - Wattage: 1820 watts (364-2184) - Power Supply: 1HP / 230V / 60Hz - Rated Power: 2,350 W - Cooling Capacity: 25,785 Kj/hr 				
Filing Cabinet, Metal <ul style="list-style-type: none"> • 4D VERTICAL CABINET WITH SAFETY BOX • Description: <ul style="list-style-type: none"> - 4 Drawer Vertical Filing Cabinet with Safety Box - Anti-Tilt Lock Mechanism - With Steel Handle Lock - Compatible with A4, FC, letter and legal size files - Dimensions: (HXWXD): 134 X 46 X 62 cm 	10	sets		
LOT 3				
Office Tables <ul style="list-style-type: none"> • Modular Free Standing Table with 1 piece mobile pedestal drawer and 1 piece center drawer • 30mm thickness top • Aluminum cold rolled sheet in gauge 22 body frame • Powder coated and oven baked finish • With lock and keys • Light gray or Beige color 	6	sets		
Office Chairs, Rotating <ul style="list-style-type: none"> • Mid-Back and a combination of mesh and fabric • With tilt mechanism • Adjustable seat height • 360-degree swivel function • Color: Black • Dimensions: 92-100(H) x 57(W) x 56(D) cm 	15	sets		
Whiteboards <ul style="list-style-type: none"> • Size: <ul style="list-style-type: none"> L- 4 ft W- 6 ft • Design: w/ Aluminum Frame and Movable stand 	3	sets		
Steel Filing Cabinets <ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> - 4 Drawer Vertical Filing Cabinet with Safety Box - Anti-Tilt Lock Mechanism 	4	sets		

<ul style="list-style-type: none"> - With Steel Handle Lock - Compatible with A4, FC, letter and legal size files - Dimensions: (HXWXD): 134 X 46 X 62 cm 				
Air-conditioning Units Split Type 2.5HP <ul style="list-style-type: none"> • Dimensions: <ul style="list-style-type: none"> - Indoor: 32.9H X 112W X 24.7L cm • Features: <ul style="list-style-type: none"> - Full DC Inverter - Smart Controller - Cold Plasma - Blue Fin Technology - Wattage: 1820 watts (364-2184) - Power Supply: 1HP / 230V / 60Hz - Rated Power: 2,350 W - Cooling Capacity: 25,785 Kj/hr 	2	units		
Grand Total Cost for - (VAT Exclusive, Zero-Rated Transaction)	PhP _____			
Amount in words of Grand Total Cost for (VAT Exclusive, Zero- Rated Transaction)	PhP _____ _____ _____ _____			

VALIDITY OF OFFER:

One hundred twenty (120) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Best Offer/Quotation

III. ADDITIONAL REQUIREMENTS:

Upon submission of your best offer, kindly also submit the following:

1. Valid and updated PhilGEPS Registration Certificate (Platinum Membership) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated;

The PhilGEPS Certificate of Platinum Registration and Membership in accordance with Section 8.5.2 of the 2016 revised IRR of RA No. 9184 and GPPB Resolution No. 15-2021 shall contain the following caveat to reflect that through the submission of said Certificate, the Bidder certifies:

- a. The authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
- b. The veracity of the statements and information contained therein;
- c. 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 same has passed the post- qualification stage; and
- d. 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 of the Bidder from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

It shall likewise state that for the purpose of updating the said Certificate, all Class "A" Eligibility Documents covered by Section 8.5.2 of the 2016 revised IRR of RA 9184 supporting the veracity, authenticity and validity of the Certificate shall remain current and updated, and that failure by the prospective bidder to update its Certificate with the current and updated Class "A" Eligibility Documents covered by the afore-cited Section of the same IRR shall result in the automatic suspension of the validity of its Certificate until such time that all of the expired Class "A" Eligibility Documents has been updated.

ADDITIONAL NOTES:

1. Bidders shall provide the correct and accurate information required in this form.
2. Offers/quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected.
3. The prices quoted are to be paid in Philippine Currency.
4. All prices quoted are INCLUSIVE of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to CGHRMC, but should be VAT-Exclusive, Zero-Rated.
5. For the purpose of standardization of offer/quotations, this RFQ Form will prevail over all kinds and forms of offer/quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.

6. 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.
7. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
8. Award of contract shall be made to the lowest calculated offer/quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
10. CGHRMC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following schedule:

Form of Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five Percent (5%)
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	
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security specifically for the contract awarded.	Thirty Percent (30%)

The Performance Security shall remain valid until the issuance of a Certificate of Acceptance (issuance of the IAR); Provided that CGHRMC has no claims filed against the contract awardee or the surety or insurance company.

12. The winning supplier agrees to pay a penalty of at least equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. CGHRMC shall rescind 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.
13. 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 one (1) year for non-expendable supplies or three (3) months for expendable supplies. 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/Equipment delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

14. Other terms and conditions relative to the project are provided in the attached Purchase/Service Contract.

PROCEDURES:

1. Prospective bidders may download the Request for Quotations (RFQ) free of charge from the following websites: Philippine Coast Guard website (www.coastguard.gov.ph) and PhilGEPS website (www.philgeps.gov.ph) and may be allowed to submit their best offers/quotations provided that bidders shall pay the fee for the RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations.
2. Bidders, except those who have previously participated in the last two (2) failed biddings and Negotiated Procurement (Two-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 Best Offers/Quotation. A copy of the PCG Official Receipt shall be presented as proof of payment.
3. The RFQ must be completed without any alterations to its format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
4. 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. 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.
5. 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 communicated on an equal basis.
6. Bidders should be responsible for securing copies of the Supplemental/Bid Bulletins at the website of the Philippine Coast Guard and/or the PhilGEPS.
7. Copies of the Supplemental Bid Bulletins shall also be issued either through fax or electronic mail to all prospective bidders who purchased the RFQ.
8. 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, the best offer based on the final technical and financial requirements.
9. In all cases the best offer should be VAT Exclusive, Zero-Rated Transaction, and not exceed the ABC.

10. During the Submission, Receipt, Opening and Preliminary Examination of the Best Offer/s or Proposal/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”.
11. All qualified bidders shall undergo detailed bid evaluation to check the completeness of their best offers/quotations/proposals and consider computational errors. During the detailed evaluation of the best offer, CGHRMC BAC 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. CGHRMC 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 CGHRMC’s requirements.
13. The BAC shall recommend the 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 the financial best offer, whichever is lower.
14. In accordance with Government Procurement Policy Board (GPPB) Circular 06- 2005 - Tie-Breaking Method, the 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 and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services) to determine the final bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services), 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 winning bidder having the LCRB and recommended for award of the contract.
15. CGHRMC reserves the right to accept or reject any offer/quotation, and to annul the procurement process and reject all offers/quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

BIDDER'S COMMITMENT:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the Bids and Awards Committee (BAC), to the provisions of the Purchase Order / Contract and to the rules and regulations of the Government and Coast Guard Human Resource Management Command (CGHRMC).

We understand that Coast Guard Human Resource Management Command (CGHRMC) is not bound to accept the lowest or any offer/quotation it may receive.

Very truly yours,

Signature over Printed Name

TIN: _____

Position

Company Represented

TIN: _____

Address / Tel. No. / Fax No.