



Philippine Coast Guard  
**HEADQUARTERS COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND**  
**Bids and Awards Committee**  
#56 Manuel L. Quezon St., Purok 1, New Lower Bicutan  
Taguig City

**SUPPLEMENTAL / BID BULLETIN NO. 01-2023**

This Supplemental/Bid Bulletin No. 01-2023 is issued to include the following amendments and clarifications as integral part of the Bidding Documents issued for the **Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC and Its Support Units for FY 2023**.

**Section I. Invitation to Bid**

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, 10:00 AM**. 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, 10:00 AM** 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.procurementoffice@gmail.com](mailto:cghrmc.procurementoffice@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)

### Section III. Bid Data Sheet

ITB Clause			
5.3	For this purpose, contracts similar to the Project shall be:  a. Any Supply and Delivery of Mementos, Souvenirs, or Other Customized Items  b. Completed within the last five (5) years prior to the deadline for the submission and receipt of bids.		
7.1	No portion of the contract shall be sub-contracted.		
12	The price of the Goods shall be quoted DDP at the Headquarters Coast Guard Human Resource Management Command, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City.		
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:		
	Lot No.	a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;  b) 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  [at least Two Percent (2%) of the ABC]	c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project  [at least Five Percent (5%) of the ABC]
	1	PhP 9,992.60	PhP 24,981.50
	2	PhP 10,380.00	PhP 25,950.00
	3	PhP 5,790.00	PhP 14,475.00
	4	PhP 5,664.00	PhP 14,160.00

19.3	<p>Partial bids (bids per lot) are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal <b>on any or all lots</b> and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <table><tr><th>LOT No.</th><th>DESCRIPTION</th><th>MINIMUM AMOUNT OF THE NFCC</th></tr><tr><td>1</td><td>Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC for FY 2023</td><td>Four Hundred Ninety-Nine Thousand Six Hundred Thirty Pesos (PhP499,630.00)</td></tr><tr><td>2</td><td>Supply and Delivery of Customized Items for CGSSO - PCG Summer Sports Fest 2023</td><td>Five Hundred Nineteen Thousand Pesos (PhP519,000.00)</td></tr><tr><td>3</td><td>Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGGAD for FY 2023</td><td>Two Hundred Eighty-Nine Thousand Five Hundred Pesos (PhP289,500.00)</td></tr><tr><td>4</td><td>Supply and Delivery of Plaques and Travel Organizers for NUPAO for FY 2023</td><td>Two Hundred Eighty-Three Thousand Two Hundred Pesos (PhP283,200.00)</td></tr></table>	LOT No.	DESCRIPTION	MINIMUM AMOUNT OF THE NFCC	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)
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20.2	<p>The bidder having the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) shall submit within a non-extendible period of five (5) calendar days from the BAC Notice as the LCB/SCB, the latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</p> <p>In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:</p> <ol style="list-style-type: none"><li>1. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, and</li><li>2. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening &amp; Preliminary Examination of Bids.</li></ol>															
21.2	<p>The bidder having the Lowest/Single Calculated Responsive Bid shall submit a Certificate of No Pending Case within ten (10) calendar days from receipt of the Notice of Award (NOA).</p>															

## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Description	Quantity	Total	Delivered, Weeks/Months
<b>Lot 1</b>			
<b>Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC</b>  Items must meet the minimum specifications indicated as follows:			
1. Mementos for PCG Districts - Material: Glass - Size: L - 9 in W - 7 in - Design: w/ CGHRMC Logo and Customized Citation	13 sets	13 sets	<ul style="list-style-type: none"> <li>The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed until payment be made.</li> <li>The Supplier will be notified at least thirty (30) days prior to the delivery date.</li> <li>Delivery date will be at least one (1) week prior to the actual conduct of the activity.</li> </ul>
2. Mementos for VIPs	2 sets	2 sets	
3. Plaques - Material: Gold-plated w/ Wooden Base - Size: L – 9 in W – 7 in - Design: w/ CGHRMC Logo and Customized Citation	8 sets	8 sets	
4. Customized Paper Bag - Material: Glossy Canvass - Size: L – 10 in W – 4 in H – 12 in	50 pcs	50 pcs	

Description	Quantity	Total	Delivered, Weeks/Months
<ul style="list-style-type: none"> <li>- Design: w/ CGHRMC Logo and Customized Layout</li> </ul>			
5. Customized Mug <ul style="list-style-type: none"> <li>- Material: Transparent Glass</li> <li>- Size: L – 3.86 in W – 3.15 in B – 3.23 in</li> <li>- Design: w/ CGHRMC Logo and Customized Layout</li> </ul>	50 pcs	50 pcs	
6. Customized Trifold Umbrella <ul style="list-style-type: none"> <li>- Material:</li> <li>- Size: D – 22 in</li> <li>- Design: w/ CGHRMC Logo and Customized Layout</li> </ul>	50 pcs	50 pcs	
7. Customized Certificate Holders <ul style="list-style-type: none"> <li>- Size: A4 Size</li> <li>- Design: w/ CGHRMC Logo and Customized Layout</li> </ul>	200 pcs	200 pcs	
8. Customized Notebooks <ul style="list-style-type: none"> <li>- 100 leaves</li> <li>- w/ CGHRMC Logo</li> </ul>	50 sets  8 sets	50 sets  8 sets	
9. Miniature Rank Flags w/ Stand			

Description	Quantity	Total	Delivered, Weeks/Months
10. HCGHRMC Building Logo - Material: Acrylic w/ Glass Frame - Size: L – 3 ft W – 4 ft - Design: Customized w/ HCGHRMC Building Layout	1 set	1 set	
11. Personalized Diploma Jacket - Size: A4 - Design: Customized w/ CGHRMC Logo	120 pcs	120 pcs	
12. Customized Schooling Bag, Notebook and Pen -	120 sets	120 sets	
13. HRMOBC Specialization Pin - Material: Metal - Size: 1 in	80 pcs	80 pcs	
14. HRMNBC Specialization Pin - Material: Metal - Size: 1 in	40 pcs	40 pcs	
Lot 2			
Supply and Delivery of Customized Items for the PCG Summer Sports Fest 2023  Items must meet the minimum specifications indicated as follows:			<ul style="list-style-type: none"><li>The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed until payment be made.</li><li>The Supplier will be notified at least thirty (30) days prior to the delivery</li></ul>



Description	Quantity	Total	Delivered, Weeks/Months
1. Tarpaulins - Design: Customized Layout	6 pcs	6 pcs	date.  • Delivery date will be at least one (1) week prior to the actual conduct of the activity.
2. Medals - Material: Gold (100 pcs) Silver (100 pcs) Bronze (100 pcs) - Size: 2.5 in - Design: Engraved w/ PCG and PCG Summer Sports Fest Logo 2023 at both sides respectively	350 sets	350 sets	
3. Trophies - Material: - Size: L – 12 x 3 in (14 pcs) M – 10 x 3 in (14 pcs) S – 8 x 3 in (14 in) - Design: Customized	50 sets	50 sets	
4. Flags per Team Color - Material: Satin Cloth - Size: L – 2 m W – 1 m - Design: Embroidered/ Printed Customized Layout	6 pcs	6 pcs	

Description	Quantity	Total	Delivered, Weeks/Months
<b>Lot 3</b>			
<b>Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGGAD for FY 2023</b>  Items must meet the minimum specifications indicated as follows:			
1. Customized Notebook for Giveaways - Material: Hardbound 100 leaves - Size: L – 7.5 in W – 5 in - Design: Customized w/ CGGAD Logo	150 pcs	150 pcs	<ul style="list-style-type: none"> <li>• The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed until payment be made.</li> <li>• The Supplier will be notified at least thirty (30) days prior to the delivery date.</li> <li>• Delivery date will be at least one (1) week prior to the actual conduct of the activity.</li> </ul>
2. CGGAD Information and Educational Pamphlets - Material: 220gsm - Size: A4 Size - Design: Customized and to be provided by PCW	200 pcs	200 pcs	
3. CGGAD Advocacy Spray Bottle for 18-day Campaign to end VAW - Size: 75ml filled with Alcohol	200 pcs	200 pcs	

Description	Quantity	Total	Delivered, Weeks/Months
<ul style="list-style-type: none"> <li>- Design: Customized and to be provided by PCW</li> </ul>			
4. CGGAD Babaye Kits <ul style="list-style-type: none"> <li>- Transparent Pouch w/ Toiletries indicated by PCW</li> <li>- Design: Customized and to be provided by PCW</li> </ul>	200 sets	200 sets	
5. CGGAD Pins <ul style="list-style-type: none"> <li>- Material: Metal</li> <li>- Print: Enamel-coated</li> <li>- Size: L – 2.6 cm W – 3 cm</li> <li>- Design: CGGAD Pin</li> </ul>	35 pcs	35 pcs	
6. CGGAD Pins for GFPS Personnel <ul style="list-style-type: none"> <li>- Material: Metal</li> <li>- Print: Enamel-coated</li> <li>- Size: L – 2.6 cm W – 3 cm</li> <li>- Design: CGGAD GFPS</li> </ul>	45 pcs	45 pcs	
7. CGGAD Patch <ul style="list-style-type: none"> <li>- Material: Nylon</li> <li>- Print: Embroidered</li> <li>- Size:</li> </ul>			

Description	Quantity	Total	Delivered, Weeks/Months
L – 3 in W – 3 in - Design: CGGAD Logo  8. Customized Tarpaulin Banner - Size: L – 4 ft W – 8 ft - Design: Customized and to be provided by PCW	30 pcs          10 pcs	30 pcs          10 pcs	
<b>Lot 4</b>			
<b>Supply and Delivery of Plaques and Travel Organizers for NUPAO for FY 2023</b>  Items must meet the minimum specifications indicated as follows:  1. Plaques  2. Travel Organizer - Design: Customized w/ CSC Logo	          15 pcs          480 pcs	          15 pcs          480 pcs	<ul style="list-style-type: none"> <li>• The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed until payment be made.</li> <li>• The Supplier will be notified at least thirty (30) days prior to the delivery date.</li> <li>• Delivery date will be at least one (1) week prior to the actual conduct of the activity.</li> </ul>

Conforme:

[Signature of the Authorized Rep.]

[in the capacity of] (Please indicate position of Authorized Rep.)

Duly authorized to sign Bid for and on behalf of

(Please indicate name of company)



## Section VII. Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
<b>Lot 1</b>		
<b>Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC</b>	<p>Items must meet the minimum specifications indicated as follows</p> <ol style="list-style-type: none"> <li>1. Mementos for PCG Districts (13 sets) <ul style="list-style-type: none"> <li>- Material: Glass</li> <li>- Size: <ul style="list-style-type: none"> <li>L - 9 in</li> <li>W - 7 in</li> </ul> </li> <li>- Design: <ul style="list-style-type: none"> <li>w/ CGHRMC Logo and Customized Citation</li> </ul> </li> </ul> </li> </ol>	<p><b>Statement of Compliance:</b></p> <p>_____</p>

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<div data-bbox="635 309 997 784" data-label="Image"> </div> <ul style="list-style-type: none"> <li>- Packaging: Items must be enclosed in a box corresponding to its Size</li> </ul> <p>2. Mementos for VIPs (2 sets)</p> <ul style="list-style-type: none"> <li>- Material: Acrylic w/ Glass Frame</li> <li>- Design: Customized Headquarters CGHRMC Building Miniature</li> </ul> <div data-bbox="555 1086 1061 1400" data-label="Image"> </div> <ul style="list-style-type: none"> <li>- Packaging: Items must have styrofoam on every corner and covered with a canvass/paper</li> </ul> <p>3. Plaques (8 sets)</p> <ul style="list-style-type: none"> <li>- Material: Gold-plated w/ Wooden Base</li> <li>- Size: L – 9 in W – 7 in</li> <li>- Design: w/ CGHRMC Logo and Customized Citation</li> </ul>	



PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<div data-bbox="572 322 1070 956" data-label="Image"> </div> <p data-bbox="539 1010 960 1043">4. Customized Paper Bag (50 pcs)</p> <ul data-bbox="587 1048 938 1352" style="list-style-type: none"> <li>- Material: Glossy Canvass</li> <li>- Size: <ul style="list-style-type: none"> <li>L – 10 in</li> <li>W – 4 in</li> <li>H – 12 in</li> </ul> </li> <li>- Design: <ul style="list-style-type: none"> <li>w/ CGHRMC Logo and Customized Layout</li> </ul> </li> </ul> <p data-bbox="671 1395 991 1417"><i>Proposed CGHRMC Paper Bag Design</i></p> <div data-bbox="659 1424 946 1655" data-label="Image"> </div> <div data-bbox="783 1671 986 1917" data-label="Image"> </div>	



PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<p>5. Customized Mug (50 pcs)</p> <ul style="list-style-type: none"> <li>- Material: Transparent Glass</li> <li>- Size: L – 3.86 in W – 3.15 in B – 3.23 in</li> <li>- Design: w/ CGHRMC Logo and Customized Layout</li> </ul> <p><i>Proposed CGHRMC Mug Design</i></p>  <ul style="list-style-type: none"> <li>- Packaging: Items must be enclosed in a box corresponding to its Size</li> </ul> <p>6. Customized Trifold Umbrella (50 pcs)</p> <ul style="list-style-type: none"> <li>- Material:</li> <li>- Size: D – 22 in</li> <li>- Design: w/ CGHRMC Logo and Customized Layout</li> </ul> 	







PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<ul style="list-style-type: none"> <li>- Packaging: Items must be enclosed with umbrella case and packed with transparent plastic</li> </ul> <p>7. Customized Certificate Holders (200 pcs)</p> <ul style="list-style-type: none"> <li>- Size: A4 Size</li> <li>- Design: w/ CGHRMC Logo and Customized Layout</li> </ul> <p>8. Customized Notebooks (50 sets)</p> <ul style="list-style-type: none"> <li>- 100 leaves</li> <li>- w/ CGHRMC Logo</li> </ul> <p>9. Miniature Rank Flags w/ Stand (8 sets)</p> <div data-bbox="608 947 1027 1500" data-label="Image"> </div> <p>10. HCGHRMC Building Logo (1 set)</p> <ul style="list-style-type: none"> <li>- Material: Acrylic w/ Glass Frame</li> <li>- Size: <ul style="list-style-type: none"> <li>L – 3 ft</li> <li>W – 4 ft</li> </ul> </li> <li>- Design: Customized w/ HCGHRMC Building Layout</li> </ul>	

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<div data-bbox="555 331 1099 719" data-label="Image"> </div> <p data-bbox="539 757 1050 790">11. Personalized Diploma Jacket (120 pcs)</p> <ul data-bbox="587 797 1050 904" style="list-style-type: none"> <li>- Size: A4</li> <li>- Design: Customized w/ CGHRMC Logo</li> </ul> <p data-bbox="539 952 1050 1021">12. Customized Schooling Bag, Notebook and Pen (120 sets)</p> <ul data-bbox="587 1028 1050 1447" style="list-style-type: none"> <li>- Design: <ul style="list-style-type: none"> <li>Schooling Bag – Customized w/ CGHRMC Logo</li> <li>w/ Interior Filing Pouch</li> <li>Notebook – Customized w/ CGHRMC Logo</li> <li>Ballpen – Customized w/ CGHRMC Logo</li> </ul> </li> <li>- Packaging: Items must be enclosed and wrapped with transparent plastic</li> </ul> <p data-bbox="539 1494 1050 1527">13. HRMOBC Specialization Pin (80 pcs)</p> <ul data-bbox="587 1534 986 1603" style="list-style-type: none"> <li>- Material: Metallic Gold Plate</li> <li>- Size: 1.25 in diameter</li> </ul> <div data-bbox="630 1615 1016 1991" data-label="Image"> </div>	




PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<ul style="list-style-type: none"> <li>- Packaging: Items must be wrapped with transparent plastic and enclosed in a box corresponding to its Size</li> </ul> <p>14. HRMNBC (40 pcs) Specialization Pin</p> <ul style="list-style-type: none"> <li>- Material: Metal</li> <li>- Size: 1.25 in diameter</li> </ul>  <ul style="list-style-type: none"> <li>- Packaging: Items must be wrapped with transparent plastic and enclosed in a box corresponding to its Size</li> </ul>	
<b>Lot 2</b>		
<b>Supply and Delivery of Customized Items for the PCG Summer Sports Fest 2023</b>	<p>Items must meet the minimum specifications indicated as follows:</p> <p>1. Tarpaulins (6 pcs)</p> <ul style="list-style-type: none"> <li>- Size: <ul style="list-style-type: none"> <li>10 x 12 ft</li> <li>2 x 4 meters</li> <li>10 x 22 ft</li> </ul> </li> <li>- Design: Customized Layout (sample as follows)</li> </ul> 	

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	 <p>2. Medals (350 sets)</p> <ul style="list-style-type: none"> <li>- Material: Gold (100 pcs) Silver (100 pcs) Bronze (100 pcs)</li> <li>- Size: 2.5 in</li> <li>- Design: Engraved w/ PCG and PCG Summer Sports Fest Logo 2023 at both sides respectively</li> </ul> <p>Front</p> 	

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<p data-bbox="635 353 699 383">Back</p>  <p data-bbox="587 779 1054 846">- Packaging: Items must be enclosed in a box corresponding to its Size</p> <p data-bbox="547 891 810 920">3. Trophies (50 sets)</p> <ul data-bbox="587 931 919 1193" style="list-style-type: none"> <li>- Material: Acrylic/Metal</li> <li>- Size: <ul style="list-style-type: none"> <li>L – 12 x 3 in (14 pcs)</li> <li>M – 10 x 3 in (14 pcs)</li> <li>S – 8 x 3 in (14 pcs)</li> </ul> </li> <li>- Design: Customized</li> </ul>  <p data-bbox="587 1626 1054 1771">- Packaging: Items must be enclosed in a box corresponding to its Size and wrapped with transparent plastic</p> <p data-bbox="547 1816 943 1845">4. Flags per Team Color (6 pcs)</p> <ul data-bbox="587 1856 887 2040" style="list-style-type: none"> <li>- Material: Satin Cloth</li> <li>- Size: <ul style="list-style-type: none"> <li>L – 2 m</li> <li>W – 1 m</li> </ul> </li> <li>- Design:</li> </ul>	

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<p data-bbox="595 315 1000 383">Embroidered/ Printed Customized Layout</p>   <p>The first logo is for the White Orcas team. It features a stylized white orca head with a black outline, set against a grey background with a repeating 'SPORTS FEST' pattern. Above the orca head are three circular emblems: the first has a red star and 'ARMY' text, the second has a blue triangle and 'NAVY' text, and the third has a gold anchor and 'NAVY' text. Below the orca head, the text 'WHITE ORCAS' is written in a bold, black, sans-serif font. At the bottom, 'SUMMER SPORTS FEST 2023' is written in a large, bold, white, sans-serif font.</p> <p>The second logo is for the Green Walrus team. It features a stylized green walrus head with a black outline, set against a green background with a repeating 'SPORTS FEST' pattern. Above the walrus head are the same three circular emblems as the first logo. Below the walrus head, the text 'GREEN WALRUS' is written in a bold, black, sans-serif font. At the bottom, 'SUMMER SPORTS FEST 2023' is written in a large, bold, white, sans-serif font.</p>	




PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	  	

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
<b>Lot 3</b>		
<b>Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGGAD for FY 2023</b>	<p>Items must meet the minimum specifications indicated as follows:</p> <ol style="list-style-type: none"> <li>1. Customized Notebook for Giveaways (150 pcs) <ul style="list-style-type: none"> <li>- Material: Hardbound 100 leaves</li> <li>- Size: L – 7.5 in W – 5 in</li> <li>- Design: Customized w/ CGGAD Logo</li> </ul> </li> <li>2. CGGAD Information and Educational Pamphlets (200 pcs) <ul style="list-style-type: none"> <li>- Material: 220gsm</li> <li>- Size: A4 Size</li> <li>- Design: Customized and to be provided by PCW</li> </ul> </li> <li>3. CGGAD Advocacy Spray Bottle for 18-day Campaign to end VAW (200 pcs) <ul style="list-style-type: none"> <li>- Size: 75ml filled with Alcohol</li> <li>- Design: Customized and to be provided by PCW</li> </ul> </li> <li>4. CGGAD Babaye Kits (200 sets) <ul style="list-style-type: none"> <li>- Transparent Pouch w/ Toiletries indicated by PCW</li> <li>- Design: Customized and to be provided by PCW</li> </ul> </li> <li>5. CGGAD Pins (35 pcs) <ul style="list-style-type: none"> <li>- Material: Metal</li> <li>- Print: Enamel-coated</li> <li>- Size: L – 2.6 cm</li> </ul> </li> </ol>	



PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<p>W – 3 cm</p> <ul style="list-style-type: none"> <li>- Design: CGGAD Logo</li> </ul>  <ul style="list-style-type: none"> <li>- Packaging: Items must be enclosed in a box corresponding to its Size and wrapped with transparent plastic</li> </ul> <p>6. CGGAD Pins for GFPS Personnel (45 pcs)</p> <ul style="list-style-type: none"> <li>- Material: Metal</li> <li>- Print: Enamel-coated</li> <li>- Size: <ul style="list-style-type: none"> <li>L – 2.6 cm</li> <li>W – 3 cm</li> </ul> </li> <li>- Design: CGGAD GFPS</li> </ul>  <ul style="list-style-type: none"> <li>- Packaging: Items must be enclosed in a box corresponding to its Size and wrapped with transparent plastic</li> </ul>	

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<p>7. CGGAD Patch (30 pcs)</p> <ul style="list-style-type: none"> <li>- Material: Nylon</li> <li>- Print: Embroidered</li> <li>- Size: L – 3 in W – 3 in</li> <li>- Design: CGGAD Logo</li> <li>-</li> </ul>  <ul style="list-style-type: none"> <li>- Packaging: Items must be wrapped with transparent plastic</li> </ul> <p>8. Customized Tarpaulin Banner (10 pcs)</p> <ul style="list-style-type: none"> <li>- Size: L – 4 ft W – 8 ft</li> <li>- Design: Customized and to be provided by PCW</li> </ul>	
<b>Lot 4</b>		
<b>Supply and Delivery of Plaques and Travel Organizers for NUPAO for FY 2023</b>	<p>Items must meet the minimum specifications indicated as follows:</p> <p>1. Plaques (15 pcs)</p> <ul style="list-style-type: none"> <li>- Material: Gold-plated w/ Wooden Base</li> <li>- Size: L – 9 in W – 7 in</li> <li>- Design: w/ NUPAO Logo and Customized Citation</li> </ul>	

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<div data-bbox="625 333 1008 770" data-label="Image"> </div> <ul style="list-style-type: none"> <li>- Packaging: Items must be enclosed in a box corresponding to its Size and wrapped with transparent plastic</li> </ul> <p>2. Travel Organizer (480 pcs)</p> <ul style="list-style-type: none"> <li>- Material: Ballistic</li> <li>- Size: <ul style="list-style-type: none"> <li>L – 13.5 cm</li> <li>H – 24.5 cm</li> <li>W – 3 cm</li> </ul> </li> <li>- Features: <ul style="list-style-type: none"> <li>First Necessity Front Pocket</li> <li>Multi-purpose Internal Organizer</li> <li>3 pockets for Passport and tickets</li> <li>6 pockets for Credit Cards</li> <li>ID Metal Puller for Zipper</li> </ul> </li> <li>- Print: One – color Silkscreen</li> <li>- Design: Customized w/ 2.50 x 2.50 cm PCG Logo</li> </ul> <div data-bbox="600 1662 1032 1948" data-label="Image"> </div> <ul style="list-style-type: none"> <li>- Packaging: Items must be wrapped with transparent plastic</li> </ul>	

OTHER REQUIREMENTS	Please indicate either: “Comply” or “Not Comply”
<b>General Terms and Conditions</b>	
1. Bidders shall provide correct and accurate information required in this form.	
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.	
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.	
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.	
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.	
6. Any interlineations, erasures or overwriting shall be valid only if they are countersigned or initialed by you or any of your duly authorized representative/s.	
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.	
8. CGHRMC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.	
<p>9. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.</p> <p>The winning Supplier or Service Provider shall send its billing to the Coast Guard Human Resource Management Command, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City together with all the necessary documentary evidence duly filled up and signed by the authorized PCG officers and personnel who received the items as basis of payment.</p>	
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CGHRMC 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.	
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. CGHRMC shall rescind the contract once the cumulative	

amount of liquidated damages reaches to ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.	
<b>Additional Requirements</b>	
1. The winning Supplier or Service provider must strictly comply with the latest and existing health and safety protocols and guidelines issued by the Department of Health (DOH) and the Inter-Agency Task Force (IATF) as provided for a current situation (e.g COVID 19 pandemic – social or physical distancing, wearing of face mask, face shield, and/or frequent hand washing).	
2. During opening of bids, bring sample mementos, souvenirs, or other customized items of previous projects for examination of the BAC and TWG	

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of  
 \_\_\_\_\_  
*(Please indicate name of company)*

## Section VIII. Checklist of Technical and Financial Documents

### Checklist of Technical and Financial Documents

Each Bidder shall submit one (1) original and six (6) copies of the first and second components of its bid through their duly authorized representatives.

Each bidder shall submit **separate bids for each lot items.**

All envelopes shall:

- contain the name of the contract to be bid in **capital letters**;
- bear the name and address of the Bidder in capital letters;
- be addressed to the BAC with the following details:

**BIDS AND AWARDS COMMITTEE (BAC)  
 PHILIPPINE COAST GUARD – COAST GUARD HUMAN RESOURCE  
 MANAGEMENT COMMAND**

- bear the specific identification of this bidding process; **and**

- e. bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids.

## **I. TECHNICAL COMPONENT ENVELOPE**

### ***Class “A” Documents***

#### *Legal Documents*

- ☐ Valid and updated Philippine Government Electronic Procurement System (PhilGEPS) Platinum Certificate of Registration and 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;

**OR**

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

1. 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; **AND**
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.  
In cases of recently expired Mayor’s/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184; **AND**
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 Audited Financial Statements (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.

**OR**

In lieu of the PhilGEPS Platinum Certificate of Registration and Platinum Membership, bidders shall submit all of the proceeding valid and/or updated Class

“A” Eligibility Documents; provided that the bidder having the LCB/SCB submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCB/SCB during the post-qualification process;

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures, DTI Registration Certificate for sole proprietorship, or 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.

In cases of recently expired Mayor’s/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184;

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.

#### Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

The Statement of all On-going and Completed Government and Private Contracts shall indicate for each contract, the following:

- name of the contract;
- date of the contract;
- Contract period;
- owner’s name and address;
- kinds of goods;
- amount of contract and value of outstanding contracts;
- date of delivery (please state estimated date of delivery)

- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, completed within the last five (5) years prior to the deadline for the Submission and Receipt of Bids equivalent to at least twenty-five percent (25%) of the ABC, detailed as follows:

LOT NO.	DESCRIPTION	MINIMUM AMOUNT OF THE SLCC
1	Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC for FY 2023	One Hundred Twenty-Four Thousand Nine Hundred Seven Pesos and 50/100 (PhP124,907.50)
2	Supply and Delivery of Customized Items for CGSSO - PCG Summer Sports Fest 2023	One Hundred Twenty-Nine Thousand Seven Hundred Fifty Pesos (PhP129,750.00)
3	Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGGAD for FY 2023	Seventy-Two Thousand Three Hundred Seventy-Five Pesos (PhP72,375.00)
4	Supply and Delivery of Plaques and Travel Organizers for NUPAO for FY 2023	Seventy Thousand Eight Hundred Pesos (PhP70,800.00)

The statement identifying the Single Largest Completed Contract (SLCC) shall indicate the following:

- (a) name of the contract;
- (b) date of the contract;
- (c) contract period;
- (d) owner's name and address;
- (e) kinds of goods;
- (f) amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- (h) date of delivery (actual date of delivery for the single largest completed contract); and
- (i) end user's acceptance or official receipt(s) or sales invoice issued for the contract, which shall be attached to the statement of SLCC.

For purposes of post-qualification, bidders are required to attach the entire set of the Contract, Purchase Order or Memorandum of Agreement to the Statement Identifying the SLCC.

Bidders are also required to Include in the aforesaid Statement of All On-going Government and Private Contracts and Statement Identifying the SLCC the following information:

- a) Contact Person; and
- b) Contact Details (telephone/fax/cellphone number and/or email address)

- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission, based on the following schedule:



Lot No.	d) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;  e) 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  [at least Two Percent (2%) of the ABC]	f) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project  [at least Five Percent (5%) of the ABC]
1	PhP 9,992.60	PhP 24,981.50
2	PhP 10,380.00	PhP 25,950.00
3	PhP 5,790.00	PhP 14,475.00
4	PhP 5,664.00	PhP 14,160.00

**OR:**

Original copy of Notarized Bid Securing Declaration; **and**

- ☐ (i) Conformity with the Schedule of Requirements provided under Section VI (Schedule of Requirements), **and**;
- (j) Conformity Technical Specifications; **and**
- ☐ (k) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original*

*copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable)*

Financial Documents

- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) which must be **at least equal to the ABC** detailed as follows:

LOT No.	DESCRIPTION	MINIMUM AMOUNT OF THE NFCC
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)

Bidders must submit a computation of its NFCC, which must be at least equal to the ABC, calculated as follows:

NFCC = [(Current assets minus current liabilities) **(15)**] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

**OR:**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC if issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank detailed as follows:

LOT No.	DESCRIPTION	MINIMUM AMOUNT OF COMMITTED LINE OF CREDIT
1	Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC for FY 2023	Forty-Nine Thousand Nine Hundred Sixty-Three Pesos (PhP 49,963.00)
2	Supply and Delivery of Customized Items for CGSSO - PCG Summer Sports Fest 2023	Fifty-One Thousand Nine Hundred Pesos (PhP 51,900.00)
3	Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGGAD for FY 2023	Twenty-Eight Thousand Nine-Hundred Fifty Pesos (PhP 28,950.00)
4	Supply and Delivery of Plaques and Travel Organizers for NUPAO for FY 2023	Twenty-Eight Thousand Three Hundred Twenty Pesos (PhP 28,320.00)
<b>TOTAL</b>		<b>One Hundred Fifty-Nine Thousand One Hundred Thirty-Three Pesos (PhP 159,133.00)</b>

***Class “B” Documents***

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**OR;**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective valid and updated PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

In case any of the eligibility documents submitted to PhilGEPS by any of the partners of the joint venture is not updated, a combination of a valid

PhilGEPS Platinum Certificate of Registration and Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or 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; and
4. Latest AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

In the event that one of the partners of the joint venture does not have a valid and updated PhilGEPS Platinum Certificate of Registration and Membership, then it shall submit the following eligibility documents:

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or 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; and
4. Latest AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

## **24 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form;
- And**
- (b) Original of duly signed and accomplished Price Schedule(s).

All financial bids shall be rounded up to two (2) decimal places.

## Section IX. Bidding Forms

### NFCC COMPUTATION

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_. Page of \_\_\_\_.

ABC		
LOT No.	DESCRIPTION	MINIMUM AMOUNT OF THE 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)
DETAILS		AMOUNT
Current Assets		
Minus		
Current Liabilities		
Difference of Current Assets and Current Liabilities		
Multiplied by		
K		15
Total (Product)		
Minus		
Total value of all outstanding contracts,		

including those awarded but not yet started	
Total NFCC Computation	

\_\_\_\_\_  
*[Signature of the Authorized Rep.] [in the capacity of] (Please indicate position of Authorized Rep.)]*

*Duly authorized to sign Bid for and on behalf of* \_\_\_\_\_  
*(Please indicate name of company)*

For guidance and information of all concerned.



**CG CAPT ARBIE T CASPILLO**  
**BAC Chairperson, CGHRMC**