



PHILIPPINE COAST GUARD

COAST GUARD DISTRICT SOUTHERN TAGALOG

Brgy. Sta Clara, Batangas City ,Batangas

PHILIPPINE BIDDING DOCUMENTS

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid.....	6
Section II. Instructions to Bidders.....	10
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	11
5. Eligible Bidders.....	11
6. Origin of Goods	12
7. Subcontracts	12
8. Pre-Bid Conference	12
9. Clarification and Amendment of Bidding Documents	12
10. Documents comprising the Bid: Eligibility and Technical Components	12
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	13
13. Bid and Payment Currencies	14
14. Bid Security	
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15. Sealing and Marking of Bids	14
16. Deadline for Submission of Bids	14
17. Opening and Preliminary Examination of Bids	14
18. Domestic Preference	15
19. Detailed Evaluation and Comparison of Bids	15
20. Post-Qualification	15
21. Signing of the Contract	16
Section III. Bid Data Sheet	17
Section IV. General Conditions of Contract	19
1. Scope of Contract	20
2. Advance Payment and Terms of Payment	20
3. Performance Security	20
4. Inspection and Tests	20
5. Warranty	21
6. Liability of the Supplier	21
Section V. Special Conditions of Contract	22
Section VI. Schedule of Requirements	27
Section VII. Technical Specifications	36
Section VIII. Checklist of Technical and Financial Documents	40

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

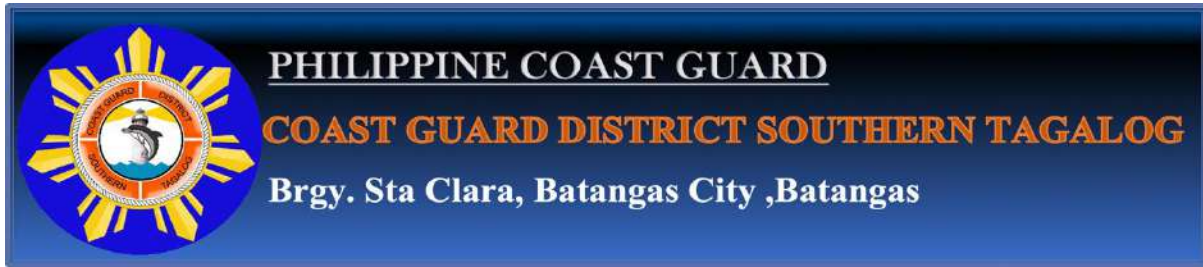
Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

Section I. Invitation to Bid

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**



**INVITATION TO BID FOR EARLY PROCUREMENT ACTIVITY
FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL
ACTIVITIES AND EVENTS FOR FY 2025**

1. The **Headquarters Coast Guard District Southern Tagalog** through the **General Appropriations Fund for FY 2025** intends to apply the total sum of **Two Million Twenty Two Thousand Five Hundred Pesos (Php 2,022,500.00)** being the total ABC to payments under the contract for the **EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Headquarters Coast Guard District Southern Tagalog** 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 with warranty of at least one (1) year upon acceptance. 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 Procurement Service Unit- Southern Tagalog and inspect the Bidding Documents at the address given below from Mondays to Fridays during office hours from 8:00 AM – 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **04 December 2024 to 26 December 2024** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB based on the following schedule:

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

ABC RANGE	COST OF BIDDING DOCUMENTS
PhP500,000.00 and below	PhP500.00
Above PhP500,000.00 to PhP1,000,000.00	PhP1,000.00
Above PhP1,000,000.00 to PhP5,000,000.00	PhP5,000.00
Above PhP5,000,000.00 to PhP10,000,000.00	PhP10,000.00
Above PhP10,000,000.00 to PhP50,000,000.00	PhP25,000.00

Note: The cost of the bidding documents that the bidders have to pay shall be based on the total ABC that the bidder shall participate and submit its bid.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through email*.

6. The ***Headquarters Coast Guard District Southern Tagalog*** will hold a Pre-Bid Conference on **12 December 2024, 2:00 PM** at the Headquarters Coast Guard District Southern Tagalog PCGA Hall, Sta. Clara, Batangas City, Batangas, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **26 December 2024, 2:00 PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **26 December 2024, 2:00 PM onwards** at the given address below at the **Headquarters Coast Guard District Southern Tagalog PCGA Hall, Sta. Clara, Batangas City, Batangas**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders shall bear all costs associated with the preparation and submission of their bids, and the Headquarters Coast Guard District Southern Tagalog 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 Headquarters Coast Guard District Southern Tagalog will accept bids only from those that have paid the applicable fee for the Bidding Documents.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

The Headquarters Coast Guard District Southern Tagalog 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.
11. The Headquarters Coast Guard District Southern Tagalog 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.
 12. For further information, please refer to:

LTJG JEZZA ANNE A DEQUITO PCG

OIC, Procurement Service Unit-STL

Headquarters Coast Guard District Southern Tagalog

Sta. Clara, Batangas City, Batangas

Contact Number: (+63)919-008-3793

Email Address: cgdslprocurement@gmail.com

13. You may visit the following websites:

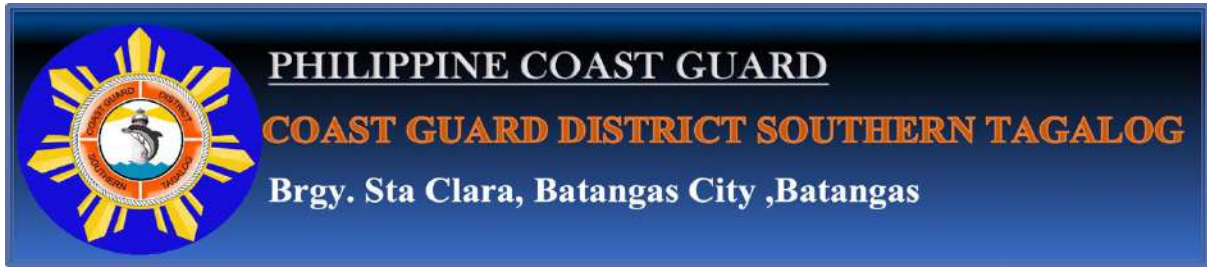
For downloading of Bidding Documents: www.philgeps.gov.ph and
www.coastguard.gov.ph

(04 December 2024)



LT ATANASIO LUCKY C BARBA PCG
BAC Chairman

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025



Section II. Instructions to Bidders

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

1. Scope of Bid

The Procuring Entity, Headquarters Coast Guard District Southern Tagalog wishes to receive Bids for the Early Procurement Activity for the Supply and Delivery of Meals for HCGDSTL Activities and Events for FY 2025 with identification number **CGDSTL-IB-24-12-003**.

The Procurement Project (referred to herein as “Project”) are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for General Appropriations Fund for FY 2024 in the amount of **Two Million Twenty Two Thousand Five Hundred Pesos (Php 2,022,500.00)** as the Approved Budget for the Contract (ABC).

2.2. The source of funding is the General Appropriations Act.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least twenty-five percent (25%) of the ABC or not less than the amount of **Five Hundred Five Thousand Six Hundred Twenty Five Pesos (Php 505,625.00)**.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Procuring Entity has prescribed that **Subcontracting is not allowed**.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at its physical address at the Headquarters Coast Guard District Southern Tagalog PCGA Hall, Sta. Clara, Batangas City, Batangas, **12 December 2024, 2:00 PM** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Sealing and Marking of Bids

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid for one hundred twenty (120) calendar days from the date of the Opening and Preliminary Examination of Bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

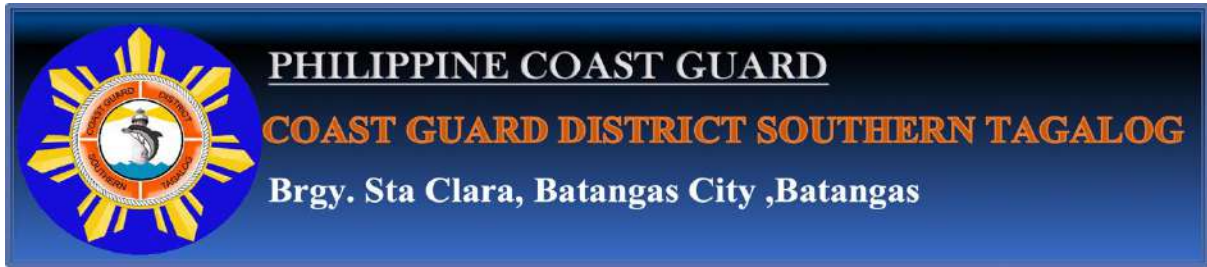
- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025**

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENTS FOR FY 2025

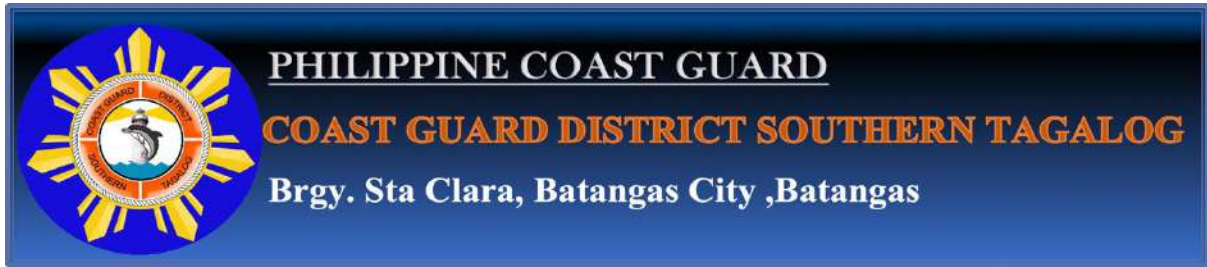


Section III. Bid Data Sheet

**EARLY PROCUREMENT ACTIVITY FOR SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL
ACTIVITIES AND EVENT FOR FY 2025**

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Procurement of Meals</i> b. Completed within 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 <i>Headquarters Coast Guard District Southern Tagalog, Sta. Clara, Batangas City, Batangas</i> or the applicable International Commercial Terms (INCOTERMS) for this Projects.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a) The amount of not less than two percent (2%) of the ABC or at least the amount of Forty Thousand Four Hundred Fifty Pesos (PhP40,450.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b) The amount of not less than five percent (5%) of the ABC of at least the amount of One Hundred One Thousand One Hundred Twenty Five Pesos (PhP101,125.00), if bid security is in Surety Bond.
19.3	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>The Project shall be awarded as One Project having several items that shall be awarded as one contract.</p>
20.2	<p>No additional licenses and permits shall be required from the bidder having the LCB/SCB.</p> <p>The TWG during post-qualification shall conduct site inspection to ascertain the authenticity/existence of the store and supporting documents.</p>
21.2	No additional requirement.



Section IV. General Conditions of Contract

**EARLY PROCUREMENT ACTIVITY FOR SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL
ACTIVITIES AND EVENT FOR FY 2025**

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

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.

4. Inspection and Tests

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. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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.

**EARLY PROCUREMENT ACTIVITY FOR SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL
ACTIVITIES AND EVENT FOR FY 2025**

5. Warranty

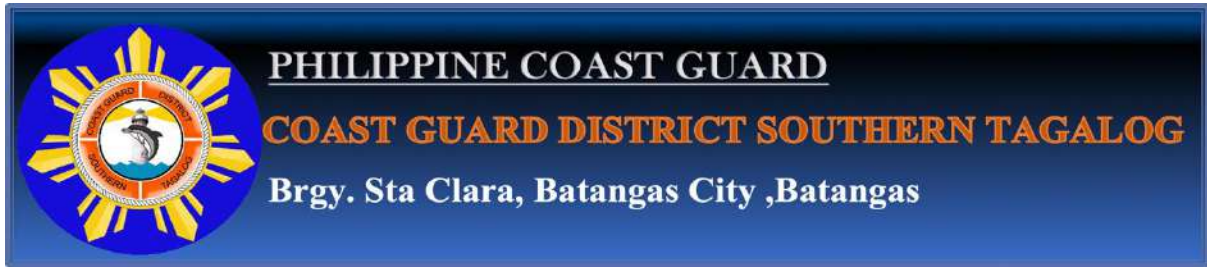
- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**



Section V. Special Conditions of Contract

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

Special Conditions of Contract

GCC Clause	
	<p>Additional requirements for the completion of this Contract as provided in RA 9184 and its IRR:</p> <p>The service provider (SP) shall comply with the following conditions:</p> <ul style="list-style-type: none"> - Delivery of the Goods shall be based on the actual date of event or activity to be provided by the end-user. - Any changes in the Schedule of Requirements shall be informed by the end-user two (2) calendar days prior to the actual activities. - SP must provide foods that are freshly cooked and prepared on the day of the activities. - The actual number of meals shall be followed by SP as provided by the end-user in the Schedule of Requirements. - Ensure the cleanliness of area for messing. - SP must obtain Sanitary Permit from appropriate government agency. -Service provider must have their own delivery trucks/van/car to ensure food is safe during transportation. - SP to ensure the availability and cleanliness of washing area and preparation area for food. <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i></p> <p>The delivery terms applicable to the Contract are DDP delivered aboard Headquarters Coast Guard District Southern Tagalog, Sta. Clara, Batangas City, Batangas in accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>The delivery terms applicable to this Contract are delivered aboard Headquarters Coast Guard District Southern Tagalog, Sta. Clara, Batangas City, Batangas. Risk and title will pass from the Supplier to the</p>

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

	<p>Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p>LT MARY ANN S VILLAMAYOR PCG Deputy Chief of District Staff Logistics, D-4 Headquarters Coast Guard District Southern Tagalog Sta. Clara, Batangas City, Batangas Email: cgdstldfour@gmail.com Contact Number: (+63)981-795-9509</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit. Must use eco-friendly packaging and/or utensils.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked as specified in Packaging and Packing of the Technical Specification for this Project.</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract,</p>

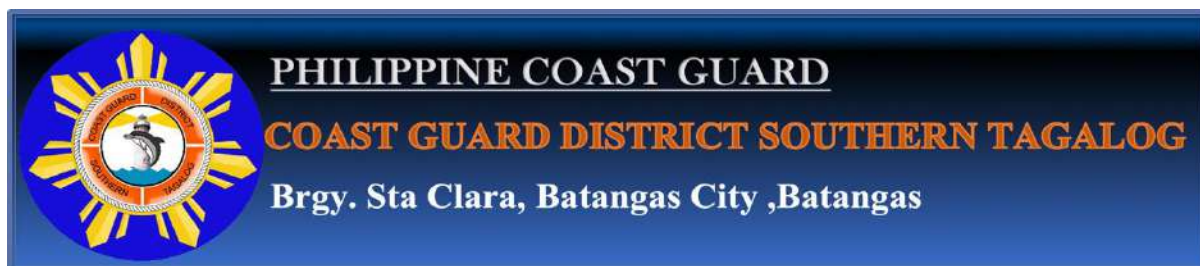
**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

	<p>shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

2.2	<table><tr><td>The terms of payment shall be as follows:</td></tr><tr><td>25% of the costs of the items per completed staggered delivery subject to the Philippine Coast Guard's acceptance [Issuance of the Inspection and Acceptance Report (IAR)] in writing.</td></tr></table> <p>No advance payment shall be allowed.</p>	The terms of payment shall be as follows:	25% of the costs of the items per completed staggered delivery subject to the Philippine Coast Guard's acceptance [Issuance of the Inspection and Acceptance Report (IAR)] in writing.
The terms of payment shall be as follows:			
25% of the costs of the items per completed staggered delivery subject to the Philippine Coast Guard's acceptance [Issuance of the Inspection and Acceptance Report (IAR)] in writing.			
4	<p>The inspections and tests that will be conducted are follows:</p> <p>a. Post-Qualification involving documents validation, and inspection shall be conducted by the Procuring Entity or its designated representatives (PQ Team) in order to determine the compliance to the requirements of the end-user as required in the bidding documents including the required vehicles. Expenses incurred related hereto particularly travel and board and lodging expenses shall be borne by the Procuring Entity.</p> <p>Food tasting and inspection of pantry shall also be conducted during post qualification evaluation.</p> <p>Moreover, the PQ Team will conduct validation to other government agencies if the supplier/manufacturer is Blacklisted.</p> <p>b. Physical and visual inspections of personnel and required materials and supplies, as well as the services rendered and/or to be rendered, prior delivery of the same.</p>		

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**



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
1	New Year's Call AM Snacks Lunch	200 Pax per Delivery 200 Pax per Delivery	200 Pax 200 Pax	<ul style="list-style-type: none"> • The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 • The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H ➤ Lunch: Within 1100H – 1300H ➤ PM Snacks: Within 1430H – 1530H
2	Substation Commanders' Forum AM Snacks Lunch	100 Pax per Delivery 100 Pax per Delivery	100 Pax 100 Pax	
3	HCGDSTL Anniversary AM Snacks Lunch PM Snacks	500 Pax Per Delivery 500 Pax Per Delivery 500 Pax Per Delivery	500 Pax 500 Pax 500 Pax	

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

4	CGDSTL Turn-Over/Change of Command			<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H
	AM Snacks	200 Pax per Delivery	200 Pax	
	Lunch	200 Pax per Delivery	200 Pax	
5	Promotion/Retirement and Awards and Decoration Pharapernalia			<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H ➤ Lunch: Within 1100H – 1300H
	AM Snacks	50 Pax per Delivery	50 Pax	
	Lunch	50 Pax per Delivery	50 Pax	
6	Meet and Greet for PCG Retirees			<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H ➤ Lunch: Within 1100H – 1300H
	AM Snacks	150 Pax per Delivery	150 Pax	
	Lunch	150 Pax per Delivery	150 Pax	
7	District Command Conference			<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025
	Lunch	100 Pax per Delivery	400 Pax	
	PM Snacks	100 Pax per Delivery	400 Pax	

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

	<p align="center">Regular Staff Meeting/Staff Conference (Weekly)</p> <p align="center">(36 weeks)</p>	30 Pax per Delivery	1,560 Pax	<ul style="list-style-type: none"> The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H ➤ Lunch: Within 1100H – 1300H ➤ PM Snacks: Within 1430H – 1530H
8	<p align="center">Community Relation Service (Senior Citizen/PWD)</p> <p align="center">AM Snacks</p> <p align="center">Lunch</p>	175 Pax per Delivery	175 Pax	
		175 Pax per Delivery	175 Pax	
9	<p align="center">Deliberation of CGDSTL Non-Officer Applicants</p> <p align="center">AM Snacks</p> <p align="center">Lunch</p> <ul style="list-style-type: none"> Promotion of CGDSTL Enlisted Personnel <p align="center">AM Snacks</p> <p align="center">Lunch</p> <p align="center">Dinner</p>	<p>10 Pax per delivery</p> <p>10 Pax per Delivery</p> <p>7 Pax per Delivery</p> <p>7 Pax per Delivery</p> <p>7 Pax per Delivery</p>	<p>180 Pax</p> <p>180 Pax</p> <p>80 Pax</p> <p>80 Pax</p> <p>80 Pax</p>	<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H ➤ Lunch: Within 1100H – 1300H

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

	<ul style="list-style-type: none"> Neurological Evaluation on CGDSTL Non-Officer Applicants 	12 Pax per Delivery	60 Pax	<ul style="list-style-type: none"> ➤ PM Snacks: Within 1430H – 1530H
--	-------------------------------------------------------------------------------------------------------------------	---------------------	--------	-------------------------------------------------------------------------------------

10	Recreation Safety Enforcement Inspection (RSEI)			<ul style="list-style-type: none"> • The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 • The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H ➤ Lunch: within 1130 to 1300H ➤ PM Snacks: within 1430H-1530H
	PM Snacks	50 Pax per Delivery	200 Pax	
	Outboard Motor (OBM) Training			
	AM Snacks	50 Pax per Delivery	200 Pax	
	Fire Fighting Training (Inter Agency)			
	AM Snacks	50 Pax per Delivery	200 Pax	
	Marksmanship Training (District and 7 Stations)			
	PM Snacks	100 Pax per Delivery	400 Pax	
	Maritime Law Enforcement Lecture			
	PM Snacks	50 Pax Per Delivery	200 Pax	
	Maritime Casual Investigation (MCI)			
	Pm Snack	50 Pax per delivery	200 Pax	
	WASAR Training			
	PM Snacks	50 Pax per Delivery	200 Pax	
	Basic Life Support (BLS) and Standard First Aid (SFA) Training			
	PM Snacks	50 Pax per Delivery	200 Pax	

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

	Office and Conference Management Through Multimedia Application Workshop PM Snacks	50 Pax per Delivery	200 Pax	
11	Marine Pollution: Oil Spill Awareness Training to CGDSTL Personnel with Inter Agency Lunch	50 Pax per Delivery	200 Pax	<ul style="list-style-type: none"> • The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 • The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ Lunch: within 1130 to 1300H
12	Logistics Workshop- Appraisal and Disposal of Government Properties Workshop Lunch	100 Pax per Delivery	300 Pax	<ul style="list-style-type: none"> • The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 • The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ Lunch: within 1130 to 1300H
13	Basic Incident Command System Lunch	50 Pax per Delivery	200 Pax	<ul style="list-style-type: none"> • The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

				<ul style="list-style-type: none"> The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <p>➤ Lunch: within 1130 to 1300H</p>
14	<p>GAD Related Activities</p> <p>National Women's Month Celebration</p> <ul style="list-style-type: none"> Seminar on R.A 7877 Anti Sexual Harassment Act of 1995 Lunch Seminar on R.A 9710 Magna Carta of Women Lunch <p>GAD Capacity Building AM Snacks Lunch PM Snacks</p> <p>GAD Related Lecture</p> <ul style="list-style-type: none"> Pressure and Stress Management Seminar Lunch Reproductive Health Lunch Basic Self Defense Training Lunch 	<p>150 Pax per Delivery</p> <p>150 Pax per Delivery</p> <p>400 Pax per Delivery</p> <p>100 Pax per Delivery</p> <p>100 Pax per Delivery</p> <p>100 Pax per Delivery</p> <p>100 Pax per Delivery</p>	<p>150 Pax</p> <p>150 Pax</p> <p>800 Pax</p> <p>100 Pax</p> <p>100 Pax</p> <p>100 Pax</p> <p>100 Pax</p>	<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <p>➤ AM Snacks: Within 1000H – 1030H</p> <p>➤ Lunch: within 1130 to 1300H</p>

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

	<ul style="list-style-type: none"> Lecture on GAD Related Laws <p align="center">Lunch</p>			
15	<p align="center">Security Awareness Seminar</p> <p align="center">AM Snacks</p>	30 Pax per Delivery	150 Pax	<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H
16	<p align="center">Environmental Development Empowering Men and Women: Coastal Cleanup</p> <p align="center">AM Snacks</p>	100 Pax per Delivery	400 Pax	<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H
17	<p align="center">Scubasurero</p> <p align="center">AM Snacks</p>	25 Pax per Delivery	100 Pax	<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

				<p>Notice to Proceed to December 2025</p> <ul style="list-style-type: none"> The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <p>➤ AM Snacks: Within 1000H – 1030H</p>
18	<p>Tree Planting Activity</p> <p>AM Snacks</p>	100 Pax per delivery	400 Pax	<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <p>➤ AM Snacks: Within 1000H – 1030H</p>
19	<p>Environmental Development by Men and Women: Mangrove Planting</p> <p>Lunch</p>	100 Pax per Delivery	400 Pax	<ul style="list-style-type: none"> The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule:

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

				➤ Lunch: within 1130 to 1300H
20	Dental and Medical Mission			<ul style="list-style-type: none"> • The terms and conditions of the contract shall be effective from receipt by the winning supplier of the Notice to Proceed to December 2025 • The Supplier will be notified seven (7) days prior to the delivery date for every activity. The meals shall be served based on the following schedule: <ul style="list-style-type: none"> ➤ AM Snacks: Within 1000H – 1030H ➤ Lunch: within 1130 to 1300H ➤ PM Snacks: within 1430H-1530H
	AM Snacks	120 Pax per Delivery	120 Pax	
	Lunch	120 Pax per Delivery	120 Pax	
	PM Snacks	120 Pax per Delivery	120 Pax	

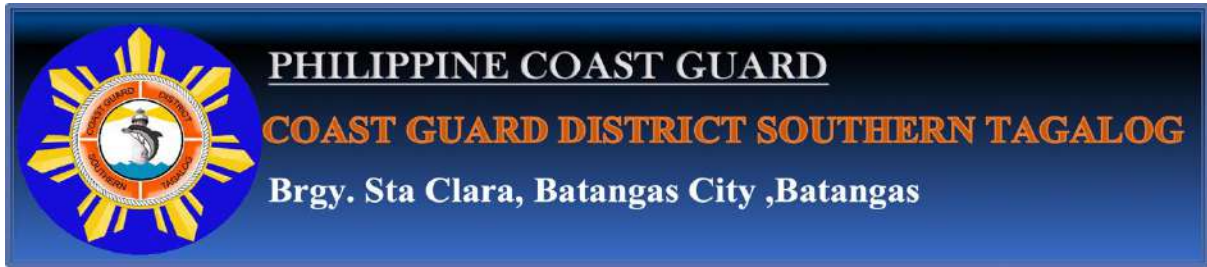
Conforme:

[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)

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025



Section VII. Technical Specifications

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

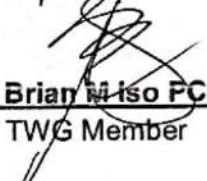
TECHNICAL DESCRIPTION

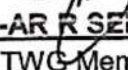
Description:	Early Procurement Activity (EPA) for the Supply and Delivery of Meals for HCGDSTL Activities and Events for FY 2025
	Requirements
Meals and Refreshment	<u>Lunch</u> <ul style="list-style-type: none"> a. Steamed Rice b. 1 meat viand (choice of beef, pork, chicken, fish or other seafood) with rice c. 1 vegetable viand d. Beverage : (bottled water or soda)
	<u>Snacks</u> <ul style="list-style-type: none"> a. Choices of Pasta or Sandwich b. Beverage: Bottled water or soda
	<u>Beverage</u> <ul style="list-style-type: none"> a. <u>Bottled water</u> b. <u>Soda</u>

Prepared by:


PO2 Jessie L. Gonzalvo PCG
TWG Member


PO1 Loveliepearl T. Macasa PCG
TWG Member


MCPO Brian M. Iso PCG
TWG Member


ENS JAY-AR R. SENORA PCG
TWG Member


ENS JOSEPH P. APGAO PCG
Chairman TWG

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

Requirement/s if declared as Lowest/Single Calculated Bids
Requirement/if awarded the contract:
<p>Delivery Period and Completeness: Three Hundred Sixty Five (365) Calendar Days from NTP</p> <p>Delivery Place: Headquarters Coast Guard District Southern Tagalog, Sta. Clara, Batangas City, Batangas</p> <p>Site Delivery Inspection (as applicable): Headquarters Coast Guard District Southern Tagalog, Sta. Clara, Batangas City, Batangas</p> <p>Pre-Delivery Inspection: To be checked by at least majority of the TIAC Members at the principal place of business.</p> <p>Acceptance Parameters: The inspection and test shall be conducted at the Headquarters Coast Guard District Southern Tagalog, Sta. Clara, Batangas City, Batangas 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.</p>
Other requirement to be submitted by the Bidder during Post-Qualification:
<p>The service provider (SP) shall comply with the following conditions:</p> <ul style="list-style-type: none"> - Delivery of the Goods shall be based on the actual date of event or activity to be provided by the end-user. - Any changes in the Schedule of Requirements shall be informed by the end-user two (2) calendar days prior to the actual activities. - SP must provide foods that are freshly cooked and prepared on the day of the activities. - The actual number of meals shall be followed by SP as provided by the end-user in the Schedule of Requirements. - Ensure the cleanliness of area for messing. - SP must obtain Sanitary Permit from appropriate government agency. -Service provider must have their own delivery trucks/van/car to ensure food is safe during transportation. - SP to ensure the availability and cleanliness of washing area and preparation area for food.
x-x-x-x-x-nothing follows-x-x-x-x-x

[Signature of the Authorized Rep.]

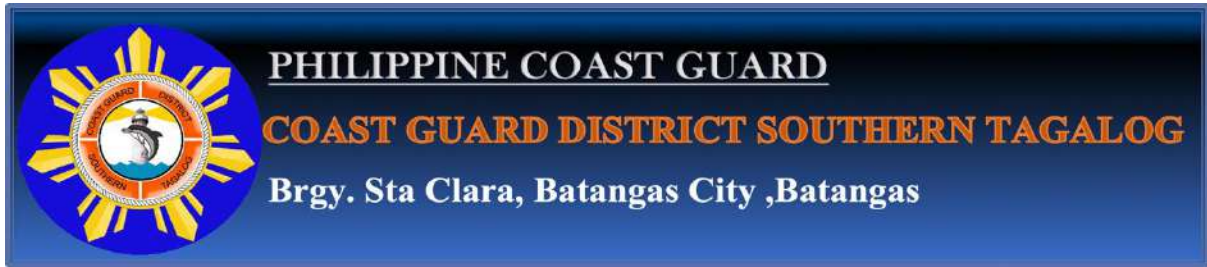
[in the capacity of] (Please indicate position

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

of Authorized Rep.)

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

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025



***Section VIII. Checklist of Technical and
Financial Documents***

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

Checklist of Technical and Financial Documents

Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in **two (2) separate sealed bid envelopes (first envelope is for technical component; second envelope is for financial component)**. Both envelopes shall be packaged and contained in one sealed main envelope.

Bidders shall submit a total of seven (7) main envelopes (one original, six copies). However, failure of the Bidders to submit additional envelopes shall not be a ground for disqualification.

All envelopes shall:

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

**BIDS AND AWARDS COMMITTEE (BAC)
HEADQUARTERS COAST GUARD DISTRICT SOUTHERN TAGALOG**

- d. 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

- ☐ a) 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, 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

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

- 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.

During the conduct of Post-Qualification, the Lowest Calculated Bidder/s shall likewise be requested to submit copies of the following for verification:

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;
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 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.

Technical Documents

- ☐ b) 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 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;

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

- kinds of goods;
- amount of contract and value of outstanding contracts; and
- date of delivery (please state estimated date of delivery)

- ☐ c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid and completed within the last **five (5) years** commencing from the deadline for the Submission and Receipt of Bids amounting to **at least twenty-five percent (25%) of the ABC or amounting to at least Five Hundred Five Thousand Six Hundred Twenty-Five Pesos (Php 505,625.00)**

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 duration;
- (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, Notice to Proceed and Purchase Order 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)

- ☐ d) 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:

a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;	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
b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however,	

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	[at least Five Percent (5%) of the ABC]
[at least Two Percent (2%) of the ABC]	
Php 40,450.00	Php 101,125.00

OR;

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

- ☐ e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- f) 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

- ☐ g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC amounting to **Two Million Twenty Two Thousand Five Hundred Pesos (Php 2,022,500.00)**

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

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

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 to be bid or in the amount of *Two Hundred Two Thousand Two Hundred Fifty Pesos (Php 202,250.00)* if issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

Class "B" Documents

- ☐ h) 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 Platinum Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

FINANCIAL COMPONENT ENVELOPE

- ☐ i) Original of duly signed and accomplished Financial Bid Form; **and**

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

- j) Original of duly signed and accomplished Price Schedule(s)

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

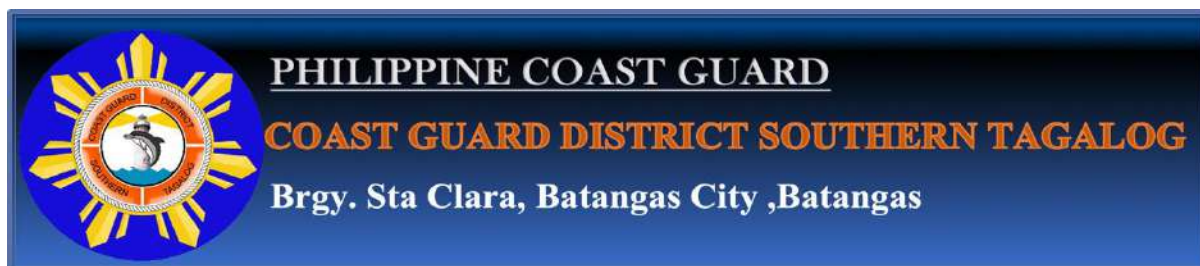
ADDITIONAL REQUIREMENTS TO BE COMPLIED BY THE WINNING SUPPLIER:

Within ten (10) calendar days from receipt of the Notice of Award (NOA), the winning supplier shall submit any form of Performance Security in accordance with the following schedule pursuant to Section 39 of the 2016 Revised IRR of R.A. 9184 **which shall be denominated in Philippine Pesos, posted in favor of the Philippine Coast Guard and shall remain valid until issuance by the Philippine Coast Guard of the Certificate of Final Acceptance**, to wit:

<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>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</p> <p>[at least Two Percent (5%) of the Contract Price]</p>	<p>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</p> <p>[at least Thirty Percent (30%) of the Contract Price]</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The end-user or implementing units shall be responsible in monitoring the validity of the performance security.

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025



Section IX. Bidding Forms
TABLE OF CONTENTS

BID FORM	41
PRICE SCHEDULES.....	43
CONTRACT AGREEMENT.....	45
OMNIBUS SWORN STATEMENT	48
BID SECURING DECLARATION.....	50
STATEMENT OF ALL ON-GOING CONTRACTS.....	53
STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT.....	54
NFCC COMPUTATION.....	55
DIAGRAM FOR THE SEALING AND MARKING OF BIDS.....	58

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

BID FORM

Date: _____

Project Identification No. _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (I) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of agent Currency, Commission or gratuity

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity:

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

For Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered.
Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.

Name of Bidder _____. Invitation to Bid Number __. Page . of ____.

Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (Specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
1	New Year’s Call							
	AM Snacks							
	Lunch							
2	Substation Commanders’ Forum							
	AM Snacks							
	Lunch							

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

3	HCGDSTL Anniversary AM Snacks Lunch PM Snacks							
4	CGDSTL Turn-Over/Change of Command AM Snacks Lunch							
5	Promotion/Retirement and Awards and Decoration Paraphernalia AM Snacks Lunch							
6	Meet and Greet for PCG Retires AM Snacks							

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

	Lunch							
7	District Command Conference Lunch PM Snacks							
	Regular Staff Meeting/Staff Conference (Weekly) (36 weeks)							
8	Community Relation Service (Senior Citizen/PWD) AM Snacks Lunch							
9	Deliberation of CGDSTL Non-Officer Applicants AM Snacks							

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

	<p>Lunch</p> <ul style="list-style-type: none"> • Promotion of CGDSTL Enlisted Personnel <p>AM Snacks</p> <p>Lunch</p> <p>Dinner</p> <p>Neurological Evaluation on CGDSTL Non-Officer Applicants</p> <p>Lunch</p>							
10	<p>Recreation Safety Enforcement Inspection (RSEI)</p> <p>PM Snacks</p>							
	<p>Outboard Motor (OBM) Training</p> <p>AM Snacks</p>							
	<p>Fire Fighting Training (Inter Agency)</p>							

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

	AM Snacks							
	Marksmanship Training (District and 7 Station) PM Snacks Maritime Law Enforcement Lecture PM Snacks Maritime Casual Investigation (MCI) Pm Snack WASAR Training PM Snacks							
	Basic Life Support (BLS) and Standard First Aid (SFA) Training PM Snacks							
	Office and Conference Management Through Multimedia Application Workshop PM Snacks							

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

11	Marine Pollution: Oil Spill Awareness Training to CGDSTL Personnel with Inter Agency Lunch							
12	Logistics Workshop- Appraisal and Disposal of Government Properties Workshop Lunch							
13	Basic Incident Command System Lunch							
14	GAD Related Activities National Women's Month Celebration <ul style="list-style-type: none"> • Seminar on R.A 7877 Anti Sexual Harassment Act of 1995 Lunch • Seminar on R.A 9710 Magna Carta of Women Lunch 							

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

	<p align="center">GAD Capacity Building</p> <p align="center">AM Snacks</p> <p align="center">Lunch</p> <p align="center">PM Snacks</p> <p align="center">GAD Related Lecture</p> <ul style="list-style-type: none"> • Pressure and Stress Management Seminar <p align="center">Lunch</p> <ul style="list-style-type: none"> • Reproductive Health <p align="center">Lunch</p> <ul style="list-style-type: none"> • Basic Self Defense Training <p align="center">Lunch</p> <ul style="list-style-type: none"> • Lecture on GAD Related Laws <p align="center">Lunch</p>							
15	<p>Security Awareness Seminar</p> <p align="center">AM Snacks</p>							

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

16	Environmental Development Empowering Men and Women: Coastal Cleanup AM Snacks							
17	Scubasurero AM Snacks Lunch							
18	Tree Planting Activity AM Snacks							
19	Environmental Development by Men and Women: Mangrove Planting Lunch							
20	Dental and Medical Mission AM Snacks Lunch PM Snacks							

[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)

***BIDDERS SHALL NOT ALTER THIS FORM**

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

For Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered. Prospective bidders have the option to indicate the appropriate amount, “0” or “Not Applicable (N/A)” for columns 6, 7 and 8. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.

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

1	2	3	4	5	6	7	8	9	10
		Country of Origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable per item	Total Price, per unit (col 5+6+7+ 8)	Total Price delivered Final Destination (col 9) x (col 4)
1	New Year’s Call AM Snacks Lunch								
2	Substation Commanders’ Forum AM Snacks Lunch								

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

3	HCGDSTL Anniversary AM Snacks Lunch PM Snacks								
4	CGDSTL Turn-Over/Change of Command AM Snacks Lunch								
5	Promotion/Retirement and Awards and Decoration Paraphernalia AM Snacks Lunch								
6	Meet and Greet for PCG Retirees AM Snacks Lunch								

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

7	District Command Conference Lunch PM Snacks Regular Staff Meeting/Staff Conference Lunch								
8	Community Relation Service (Senior Citizen/PWD) AM Snacks Lunch								
9	Deliberation of CGDSTL Non-Officer Applicants AM Snacks Lunch <ul style="list-style-type: none"> Promotion of CGDSTL Enlisted Personnel AM Snacks Lunch								

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

	Dinner								
	Neurological Evaluation on CGDSTL Non-Officer Applicants								
	Lunch								
10	Recreation Safety Enforcement Inspection (RSEI)								
	PM Snacks								
	Outboard Motor (OBM) Training								
	AM Snacks								
	Fire Fighting Training (Inter Agency)								
	AM Snacks								
	Marksmanship Training (District and 7 Station)								
	PM Snacks								
	Maritime Law Enforcement Lecture								

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

	PM Snacks Maritime Casual Investigation (MCI) Pm Snack								
	WASAR Training PM Snacks Basic Life Support (BLS) and Standard First Aid (SFA) Training PM Snacks								
	Office and Conference Management Through Multimedia Application Workshop PM Snacks								
11	Marine Pollution: Oil Spill Awareness Training to CGDSTL Personnel with Inter Agency Lunch								

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

12	Logistics Workshop- Appraisal and Disposal of Government Properties Workshop Lunch								
13	Basic Incident Command System Lunch								
14	GAD Related Activities National Women's Month Celebration <ul style="list-style-type: none"> Seminar on R.A 7877 Anti Sexual Harassment Act of 1995 Lunch <ul style="list-style-type: none"> Seminar on R.A 9710 Magna Carta of Women Lunch <ul style="list-style-type: none"> GAD Capacity Building AM Snacks Lunch PM Snacks								

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

	<ul style="list-style-type: none"> • GAD Related Lecture • Pressure and Stress Management Seminar Lunch • Reproductive Health Lunch • Basic Self Defense Training Lunch • Lecture on GAD Related Laws Lunch 								
15	Security Awareness Seminar AM Snacks								
16	Environmental Development Empowering Men and Women: Coastal Cleanup AM Snacks								

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR HCGDSTL ACTIVITIES AND EVENT FOR FY 2025

17	Scubasurero AM Snacks Lunch								
18	Tree Planting Activity AM Snacks								
19	Environmental Development by Men and Women: Mangrove Planting Lunch								
20	Dental and Medical Mission AM Snacks Lunch PM Snacks								

[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)

***BIDDERS SHALL NOT ALTER THIS FORM**

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

Contract Agreement Form for the Procurement of Goods (Revised)

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the
Notice of Award]*

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of
PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part
and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of
the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services,
particularly [brief description of goods and services] and has accepted a Bid by the Supplier
for the supply of those goods and services in the sum of *[contract price in words and figures
in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules
and Regulations of Republic Act No. 9184 shall be deemed to form and be read
and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical
and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s
bidding envelopes, as annexes, and all other documents submitted (*e.g.*,
Bidder’s response to request for clarifications on the bid), including
corrections to the bid, if any, resulting from the Procuring Entity’s bid
evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the
Procuring Entity concerned in the PBDs. **Winning bidder agrees that
additional contract documents or information prescribed by the
GPPB that are subsequently required for submission after the**

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

**contract execution, such as the Notice to Proceed, Variation Orders,
and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public for and in City of _____, Philippines, this
_____ day of _____, 20____, personally appeared:

NAME

ID ISSUED AT/ON

known to me and known to be the same person who execute the foregoing instrument consisting of _____ (__) pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his/her free and voluntary act and deed and that of the Corporation/Sole Proprietorship he/she represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Doc No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

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 _____

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: [Insert number]

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month]
[year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

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 _____

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

Kindly supply the required information in the spaces provided.

Name of Bidder _____. Invitation to Bid Number __. Page . of ____.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Date of Delivery (Please indicate estimated date of delivery)	Amount of Contract	Value of Outstanding Contracts
Government Contracts:								
Private Contracts:								
Total								

[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)

NOTE:

The aforesaid statement should include those contracts awarded but not yet started.

Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-ongoing government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT

Kindly supply the required information in the spaces provided.

Name of Bidder _____. Invitation to Bid Number __. Page . of ____.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;	Date of Delivery (Please indicate actual date of delivery)

[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)

NOTE:

Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

NFCC COMPUTATION

Kindly supply the required information in the spaces provided.

Name of Bidder _____. Invitation to Bid Number __. Page . of ____.

ABC	Two Million Twenty Two Thousand Five Hundred Pesos Only (Php 2,022,500.00)
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)*

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

2024 Procurement Framework Agreement for the
Supply and Delivery of Meals for the Fiscal Year 2025
for the Philippine Coast Guard-Coast Guard District
Southern Tagalog under Public Bidding No. _____

**Framework Agreement
For the Supply and Delivery of Meals for the Fiscal Year 2025**

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into this _____ day of _____
2024, by and between:

PHILIPPINE COAST GUARD-COAST GUARD DISTRICT SOUTHERN
TAGALOG, an armed and uniformed service attached to the Department
of Transportation, established by virtue of Republic Act No. 9993, with
office address in Brgy. Santa Clara, Batangas City, represented by
COMMODORE GERONIMO B TUVILLA PCG, District Commander,
hereinafter referred to "CGDSTL";

and

[COMPANY NAME] with principal address at [Address], represented by
[NAME], [Position] hereinafter referred to as the "Supplier";

WITNESSETH, that:

WHEREAS, the PROCURING ENTITY, decided to use Framework Agreement on its
procurement project Supply and Delivery of Meals for the Fiscal Year 2025 for the
Philippine Coast Guard-Coast Guard District Southern Tagalog;

WHEREAS, this Agreement is for the option to purchase the goods determined to be
necessary and desirable to address and satisfy the needs of CGDSTL to support
various operational needs and events for the duration of one(1) year, from January 01,
2025 to December 31, 2025, but by its nature, use or characteristic, the quantity and
exact time of need cannot be accurately pre-determined, viz:

Item No.	Item	Brand/model	Maximum Qty/Unit	Unit Price	Total Price

WHEREAS, CGDSTL has the option to purchase the items provided in the
Framework
Agreement List, attached and made an integral part of this Agreement as provided in
Article I, on a date and time to be determined in the Call-Off to be issued for such
purpose by CGDSTL ; and

WHEREAS, the Supplier which passed the eligibility screening conducted by
CGDSTL, shall maintain and update the eligibility requirements during the period of
this Agreement and shall honor all obligations under this Framework Agreement.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

NOW, THEREFORE, the parties hereby agree as follows:

**Article I
GENERAL CONSIDERATIONS**

1. This Framework Agreement is an option contract. CGDSTL is given the option to either purchase the identified items in the Framework Agreement or not to purchase at all. The discretion to exercise the option falls solely with CGDSTL as the Procuring Entity. The Supplier may not require or demand for the latter to purchase the items in the Framework Agreement List.
2. In this Framework Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract as reflected in the Bid Documents attending the procurement and made and integral part of this Agreement;
3. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - a. the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
 - b. the Framework Agreement List and the Technical Specifications;
 - c. the Bid Documents, including the Supplemental Bid Bulletins issued;
 - d. the Performance Security or Performance Securing Declaration;
 - e. the Procuring Entity's Notice to Execute Framework Agreement; and
 - f. Call-Offs.

**Article II
DURATION**

The term of this Agreement shall be one (1) year from the date of execution unless sooner revoked by both parties or until the full exhaustion of the maximum quantities;

**Article III
CONSIDERATION**

For _____ the _____ consideration _____ of _____ peso (Php _____), CGDSTL has the option to purchase any or all of the items in the Framework Agreement List through the issuance of Call-off and the Supplier commits to deliver the goods and perform the services subject to the conditions of the Call-off.

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

**Article IV
PERFECTION OF PROCUREMENT CONTRACT**

The Framework Agreement being an option contract, a procurement contract is perfected only when the Procuring Entity exercises the option to procure any item from the Framework Agreement List through the issuance of a Call-off.

**Article V
OBLIGATION TO ANSWER A CALL-OFF**

Once CGDSTL issues a Call-off, the Supplier is bound to deliver the goods or perform the services identified at the time and date specified in the Call-off. All rules and guidelines governing the implementation of procurement contracts under RA No. 12009 and its revised IRR shall be applicable.

Failure on the part of the Supplier to deliver goods or perform the services shall warrant the forfeiture of performance security or performance securing declaration and imposition of liquidated damages as provided for in the Guidelines on the use of Framework Agreement by all Procuring Entities without prejudice to all other applicable sanctions.

**Article VI
TERMS AND CONDITIONS**

The terms and conditions of this Framework Agreement shall be governed by Guidelines on the Use of Framework Agreement by all Procuring Entity and all relevant issuance of the GPPB.

IN WITNESS whereof, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines, on the day and year first above written.

PHILIPPINE COAST GUARD-COAST
GUARD DISTRICT SOUTHERN TAGALOG
By signing this Agreement, I also confirm
that I am authorized to sign on behalf of
CGDSTL.

[COMPANY]
By signing this Agreement, I also
confirm that I am authorized to
sign on behalf of [the Company].

COMMODORE GERONIMO B TUVILLA
PCG
*District Commander
Coast Guard District Southern Tagalog*

[Name]
Authorized Representative

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

WITNESSES

LT MARY ANN S VILLAMAYOR PCG
*Acting Deputy Chief of District Staff for
Logistics, D-4
Coast Guard District Southern Tagalog*

[NAME]
Representation

**EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF MEALS FOR
HCGDSTL ACTIVITIES AND EVENT FOR FY 2025**

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES }
CITY OF BATANGAS } S.S

BEFORE ME, a Notary Public for and in the City of Batangas this _____ day of _____ 2024 appeared the following persons presenting to me their respective identifications, to wit:

Name	Competent Evidence of Identity	Date of Issue	Place of Issue
GERONIMO B TUVILLA			

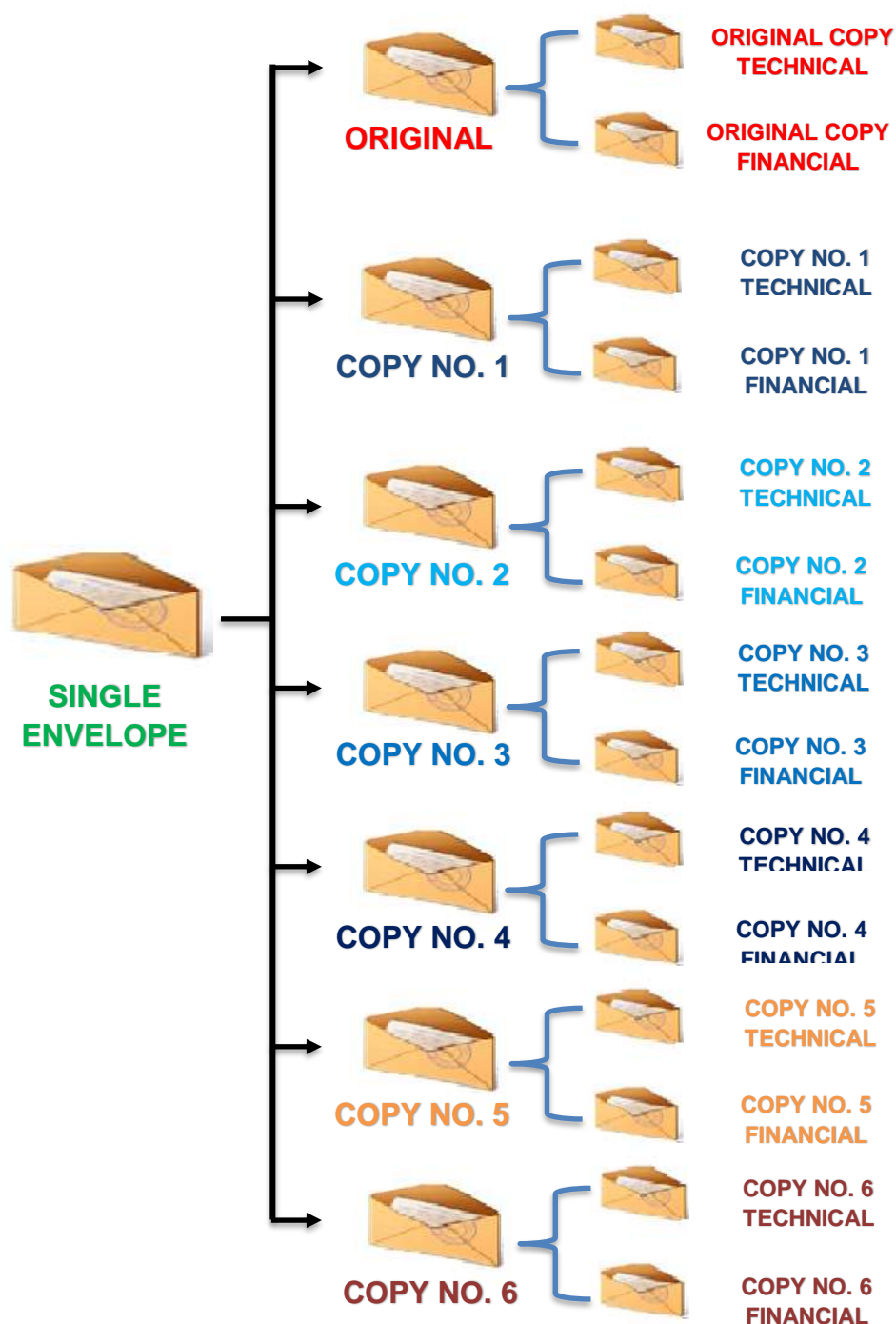
known to me and to me known to be the same persons who executed and voluntarily signed the foregoing FRAMEWORK AGREEMENT which they acknowledged before me as their own free and voluntary act and deed and with full authority to sign in that capacity.

This instrument refers to the FRAMEWORK AGREEMENT FOR THE and consists of () pages including this page where the Acknowledgment is written, duly signed by the parties and their instrumental witnesses thereof.

WITNESS MY HAND AND SEAL on the date and place above-written.

Doc. No. ;
Page No. ;
Book No. ;
Series of 20

DIAGRAM FOR THE SEALING AND MARKING OF THE BID ENVELOPES



Republic of the Philippines



Government Procurement Policy Board