



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
National Headquarters Philippine Coast Guard
NATIONAL HEADQUARTERS AND HEADQUARTERS SERVICE SUPPORT GROUP
139 25th Street, Port Area
1018 Manila

REQUEST FOR QUOTATION

Date: **23 September 2024**

RFQ No.: **RFQ-0924-225**

Name of Company/Business Name¹: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required)²: _____

The **Philippine Coast Guard (PCG)**, through its National Headquarters and Headquarters Service Support Group Bids and Awards Committee (NHQ&HSSG-BAC), intends to procure for the **SUPPLY AND DELIVERY OF PCG ANNIVERSARY MAGAZINE OF O/CG-7** with an ABC of **THREE HUNDRED TWENTY-EIGHT THOUSAND TWO HUNDRED PESOS (PHP 328,200.00) ONLY** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of the 2016 Revised Implementing and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than 26 September 2024 at 09:00am at NHQHSSG Logistics National Headquarters Philippine Coast Guard 139 25th Street, Port Area 1018 Manila.**

The following documents are likewise required to be submitted on the specified deadlines:

Documents	Deadline	Remarks
Copy of Valid Mayor's or Business Permit	Upon submission of Quotation	In case not yet available, you may submit your expired Business or Mayor's permit with Official Receipt of renewal application. However, a copy of your valid Mayor's or Business Permit shall be

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Mayor's/Business Permit, the latter shall prevail.

² Copy of PhilGEPS Certificate of Registration and Membership (Platinum or Red membership) shall be submitted as well along with the accomplished RFQ

		required to be submitted after award of contract but before payment.
Securities and Exchange Commission Certificate (SEC)/Department of Trade and Industry (DTI)	Upon submission of Quotation	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; whichever is applicable.
Notarized Omnibus Sworn Statement	Upon submission of Quotation	Please use the GPPB-prescribed format attached herein or downloadable through this link: https://www.gppb.gov.ph/downloadable-forms/#tab-61412

For any inquiries or clarifications, please contact the Headquarters Service Support Group Office at **0963-223-0665** with e-mail address hsgbac@gmail.com.


LTJG ZAIRA MARGARETTE R. DE CHAVEZ PCC
 Chairman Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation

- (1) Do not alter the contents of this form in any way
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension
- (3) If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
- (4) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

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

I. TECHNICAL SPECIFICATIONS

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "O" if item being offered is for free.

1	SUPPLY AND DELIVERY OF PCG ANNIVERSARY MAGAZINE OF O/CG-7			Statement of Compliance Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.	BEST OFFER/QUOTATION All prices quoted are INCLUSIVE of all applicable taxes [e.g. Value Added Tax (VAT), income tax, local taxes], fiscal duties, levies, government permits, fees, and other charges relative to the acquisition and delivery of items to PCG,	
2	Technical Specification:					
	Item Description	Unit	Quantity	Please indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
	<ul style="list-style-type: none"> • Size: 11.7" x 8.3" (Landscape) • No. of Pages: 120 pages + cover + flyleaf with sleeves • Stock Cover: C2S-120lbs on Pasteboard #20 • Stock inside: C2S-100lbs • Stock Flyleaf: C2S-120lbs • Stock Sleeves: FoldcoteCal.15 • Cover Color: Full color (4/0) with one side Matte lamination & Spot UV (Emboss PCG Logo and letters) • Inside Color: Full Color (4/4) • Flyleaf Color: Full Color with one side Matte lamination • Sleeves Color: Full Color (4/0) with one side lamination; Die-cutting, 	pcs	100	Statement of Compliance: <hr/>		

<ul style="list-style-type: none"> • Process: Offset Printing • Processing: File Supplied • Binding: Hardbound; Smyth Sewn 					
Grand Total Cost for			<i>Php</i> _____		
Amount in words of Grand Total Cost for			_____		
Please see attached sample for reference <i>ANNEX I</i>					
OTHER REQUIREMENTS				Please indicate either: "Comply" or "Not Comply"	
Delivery Period	Items shall be delivered within ten (10) CD upon receipt copy of magazine, End user shall provide the copy of magazine for printing within two (2) CD upon receipt of Notice to Proceed				
Delivery Place	National Headquarters and Headquarters Service Support Group Supply Accountable Office (NHQ-HSSG SAO) at 161A, 652 Bonifacio Dr. Port Area Manila 1018 Metro Manila.				
Payment	Payment shall be processed upon completion of delivery in accordance with the required quantity and technical specifications and subject to the acceptance in writing by the end-user				
Inspection and Acceptance Parameters	The inspection and test shall be conducted at the Gwapotel NHQ and HSSG Warehouse Bonifacio Drive, National Power Corporation Bldg. Barangay 652, Manila 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.				
Contact Person for Clarification regarding technical specifications	CG LTJG NORIEL ANN R LANDICHO TWG CHAIRMAN, CG-7 Contact Number: 09688548182 Email Address: cg7operations@gmail.com				

TERMS AND CONDITIONS:

1. Bidders/Suppliers shall provide correct accurate information required in this form.
2. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the HSG-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. 24/7 Customer's Service and Technician in case of loss of internet.
8. Award of contract shall be made to the lowest quotation which complies with the documentary requirements, technical specifications, financial requirements, and other terms and conditions stated herein
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The Philippine Coast Guard shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. Liquidated damages equivalent to one-tenth of one (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Philippine Coast Guard thru Headquarters Support Group shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. Other terms and conditions relative to the project are provided in the attached Purchase Order/Service Contract.

BIDDER'S COMMITMENT:

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

Very truly yours,

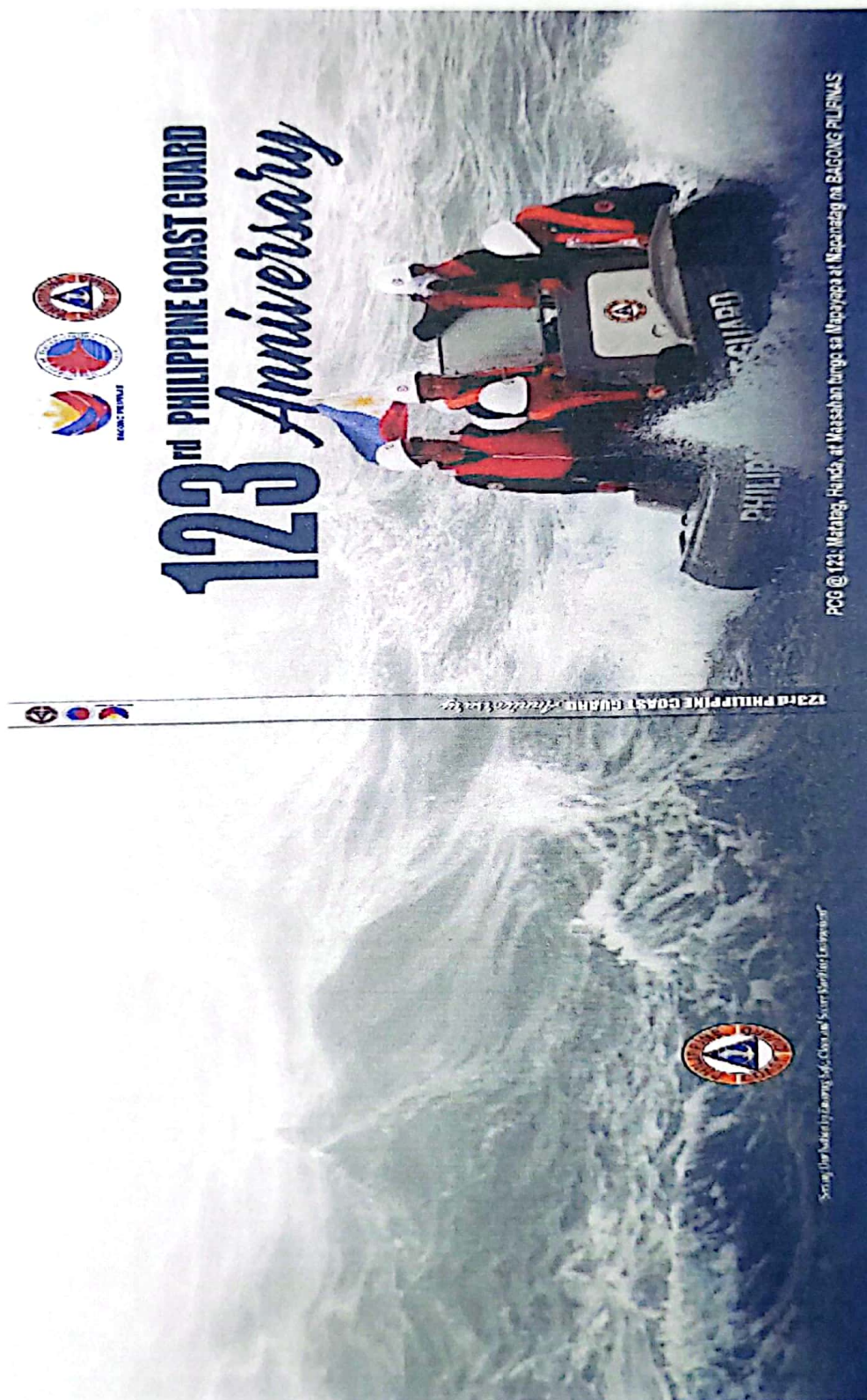
Signature over Printed Name

TIN: _____

Position

Company Represented

Address / Tel. No. / Fax No





MALACCAN PALACE

To the esteemed officers, personnel, and marines of the Philippine Coast Guard,

As we mark the 12th Founding Anniversary of the Philippine Coast Guard, I extend my deepest congratulations and profound appreciation to every member of this esteemed organization. The theme of this year's celebration, "PGCGL12: Minding, Harda at Malasakit sa Tansap Baybayin" (Hope sa Magsasaka at Pansap sa Bayang Pilipino), truly encapsulates the essence of your enduring commitment and invaluable service.

Your steadfast resolve, readiness, and reliability as guardians of our maritime domain have been pivotal in advancing our nation's maritime security. Your dedication is vividly reflected in your successful operations in the West Philippine Sea and your effective responses to environmental challenges, such as oil spills. These accomplishments underscore your vital role in ensuring the safety and security of our waters.

The Anniversary Magazine being launched today is a tribute to the PGC's exceptional initiatives and the selfless contributions of your personnel. It serves as a testament to your collective efforts, in partnership with other agencies, to uphold the integrity of our maritime interests and contribute to a more peaceful and secure Philippines.

As we celebrate this significant milestone, let us honor your remarkable achievements and reaffirm our shared commitment to a safer, more resilient nation. Your exemplary service not only protects our maritime boundaries but also inspires a spirit of unity and national pride.

Congratulations once again on reaching this significant anniversary. May the Philippine Coast Guard continue to navigate towards a future of excellence and unwavering service to our nation.



H.E. FERDINAND R. MARCOS
President, Republic of the Philippines



Republic of the Philippines DEPARTMENT OF TRANSPORTATION

To the esteemed officers, dedicated personnel, and valued partners of the Philippine Coast Guard,

It is with great respect and admiration that I extend my heartfelt congratulations to the Philippine Coast Guard (PCG) on the momentous occasion of your 12th Founding Anniversary.

For over a century, the Philippine Coast Guard has stood as a beacon of maritime safety and security, embodying the principles of resilience, readiness, and reliability. Your commitment to safeguarding our coastal waters and ensuring the safety of maritime activities has been instrumental in protecting your national interests and advancing our maritime domain.

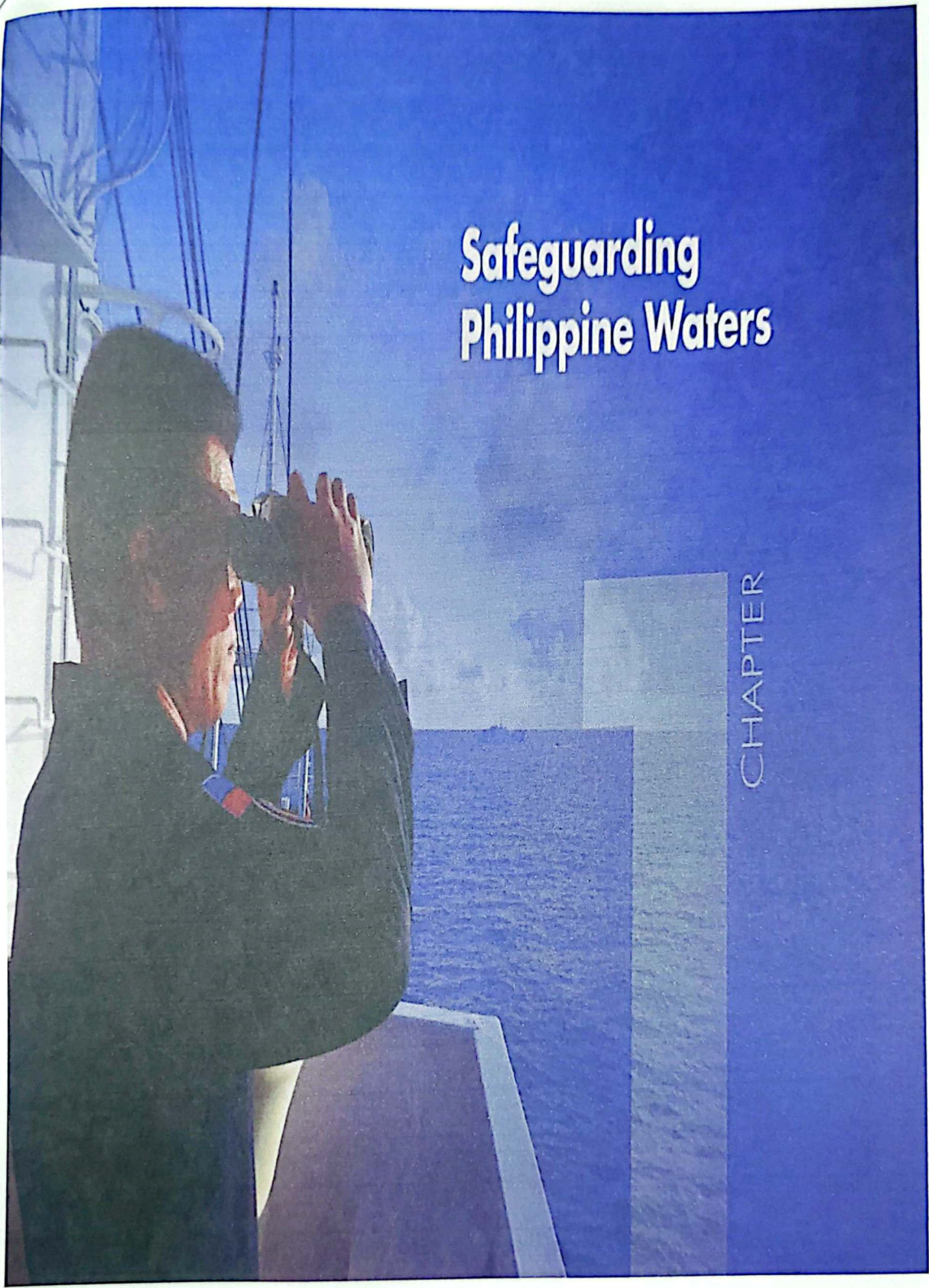
The PCG's legacy of vigilance and service is a cornerstone of our nation's security and prosperity. Your unwavering dedication in times of peace and crisis affirms a legacy of hope and a spirit of collective strength as a nation. As we commemorate this significant milestone, let us celebrate not only the remarkable achievements of the past but also the unwavering resolve to face future challenges with the same spirit of excellence and dedication.

As the Secretary of the Department of Transportation, we are proud to work alongside such a distinguished institution, and we are inspired by your relentless pursuit of maritime safety and security. Your efforts resonate deeply with our shared vision of a safer, more secure, and prosperous Philippines.

Congratulations once again on this remarkable anniversary. May the Philippine Coast Guard continue to serve as a shining guardian of our shores, and may your commitment to excellence guide us towards a more peaceful and stable future. Indeed, "PGCGL12: Minding, Harda at Malasakit sa Tansap Baybayin" (Hope sa Magsasaka at Pansap sa Bayang Pilipino) is a proud testament to the enduring values and exemplary service that the PCG has consistently demonstrated.



SECRETARY JAIME L. BAUTISTA
Secretary of Transportation



Safeguarding Philippine Waters

CHAPTER

Ensuring Safety of Lives at Sea

CHAPTER

2

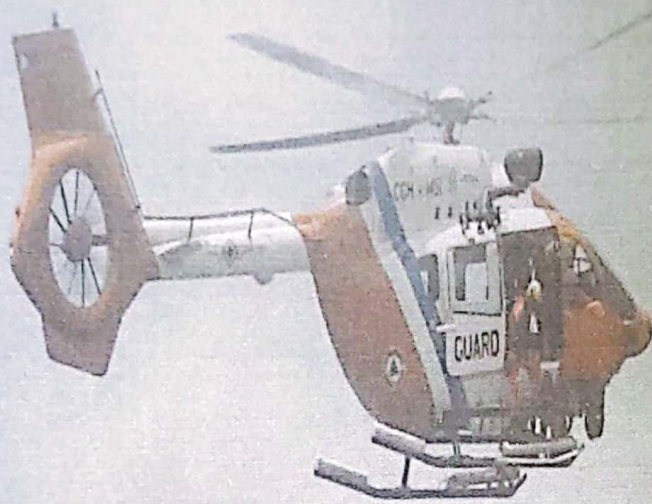
Protecting the Integrity of Marine Environment

CHAPTER

3



Saving Lives at Sea



CHAPTER

4

Advancing Capabilities and Fostering Partnerships

CHAPTER

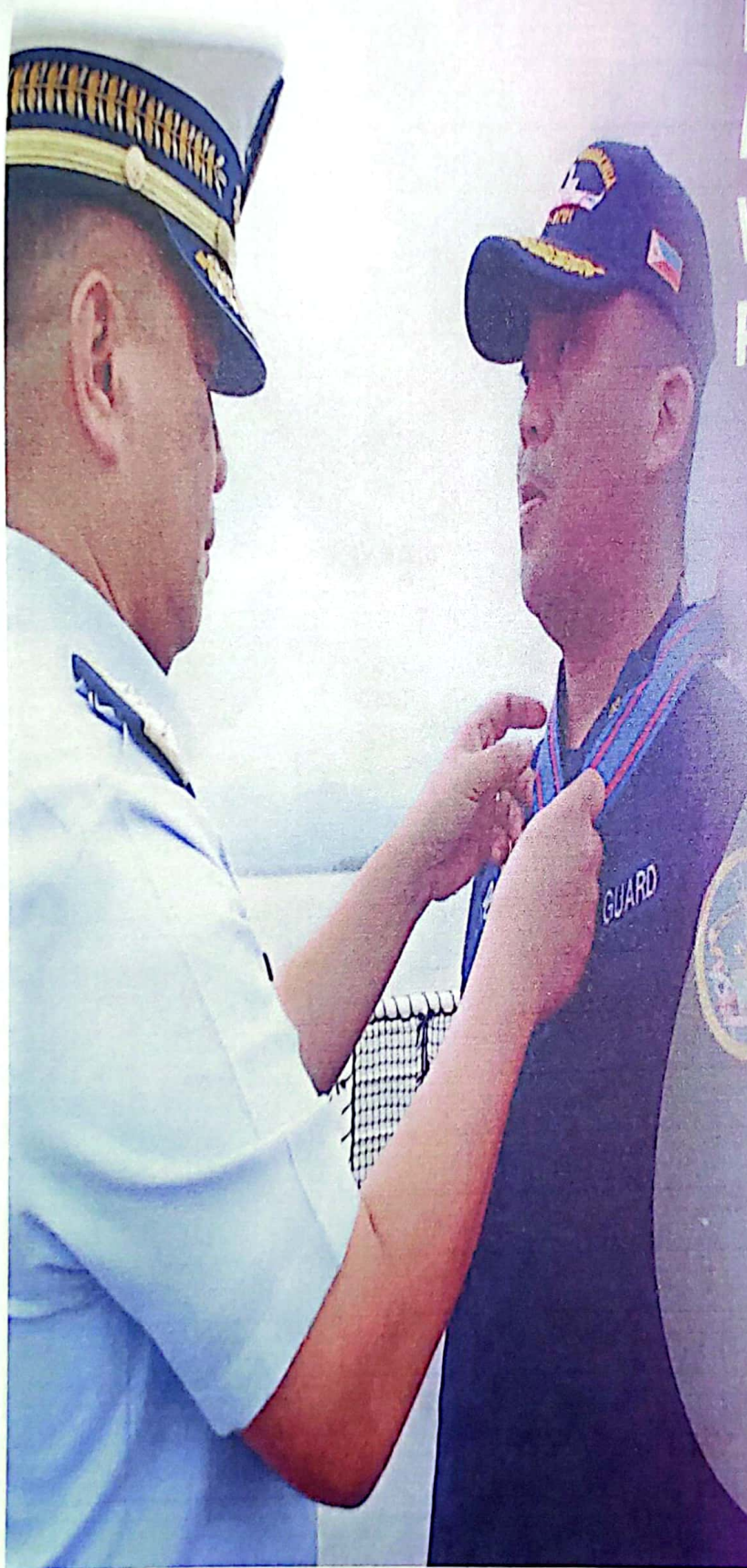
5



Boosting the Morale and Welfare among PCG Personnel

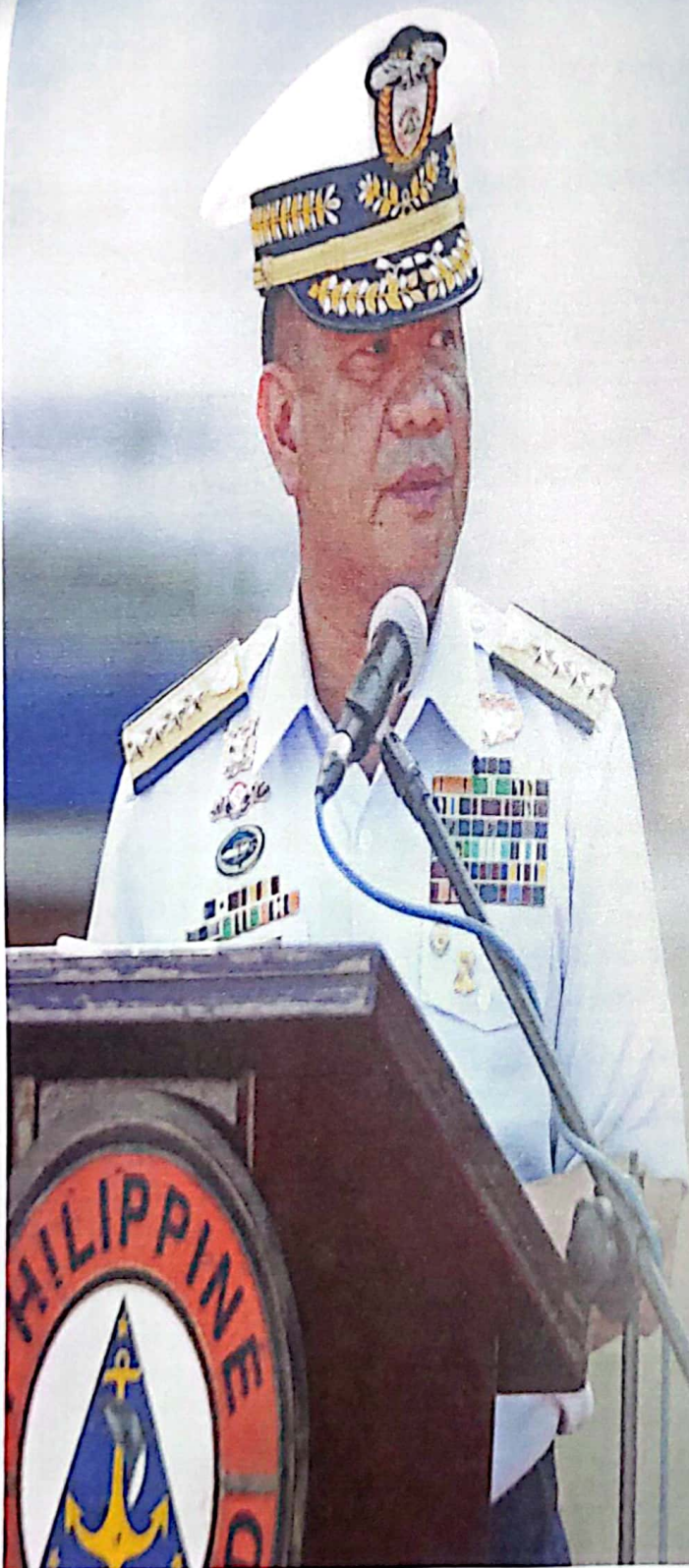
CHAPTER

6



Bagong Pilipinas

CHAPTER



Omnibus Sworn Statement

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

AFFIDAVIT

I, [Name of Affiant], of legal age, _____, _____, and residing at _____, 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 _____, with office address at _____;

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 _____, 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 _____, 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;
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 _____ 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 _____ 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. _____ complies with existing labor laws and standards; and
8. _____ 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 _____.
9. _____ 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 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. _____, _____

IBP No. _____, _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____