



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

REQUEST FOR QUOTATION

Date: **04 December 2024**

RFQ No.: **RFQ-1224-292**

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 and HSSG-BAC), intends to undertake for the **REPAIR AND MAINTENANCE SERVICES VEHICLES OF O/DCA TOYOTA HI-ACE GL GRANDIA WITH PLATE NO P7V022, TOYOTA HILUX WITH POD 915, 2023 ISUZU MU-X WITH PLATE NO D3H 179, YAMAHA NMAX ABS BKTZ with an ABC of FOUR HUNDRED FOURTEEN THOUSAND FORTY PESOS (PHP414,040.00) 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 09 December 2024 at 09:00am thru manual submission at NHQHSSG Logistics Office 139 25th Street, Port Area Manila, 1018 Metro Manila or email at hsgbac@gmail.com.**

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

Documents	Deadline	Remarks
Copy of 2024 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 updated 2024 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.

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

Income/Business Tax Returns	Upon submission of Quotation	Annual Income Tax Return of the preceding tax year or Value Added Tax or Percentage Tax Return covering the previous six months.
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 0927-742-1645 with e-mail address hsbgac@gmail.com.


LTJG ZAIRA MARGARETTE R. CHAVEZ PCG
 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 SPECIFICATION

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	REPAIR AND MAINTENANCE SERVICES VEHICLES OF O/DCA TOYOTA HI-ACE GL GRANDIA WITH PLATE NO P7V022, TOYOTA HILUX WITH POD 915, 2023 ISUZU MU-X WITH PLATE NO D3H 179, YAMAHA NMAX ABS BKTZ			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	Qty	Please Indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
	TOYOTA HI-ACE GRANDIA, MATERIALS					
	Tires 265/65/R17 Vehicle Model: 2020, Tires Expiration: At least three (3) years from the date of delivery, Manufacturing Date: At least CY 2023	pcs	1	Statement of Compliance: _____		
	Battery, 3sm	pcs	1	Statement of Compliance: _____		
	Engine Oil, Fully Synthetic, 5W-40	ltrs	8	Statement of Compliance: _____		
	Oil Filter, C-101	pcs	1	Statement of Compliance: _____		
	Fuel Filter	pcs	1	Statement of Compliance: _____		
	Air Filter	pcs	1	Statement of Compliance: _____		
	Cabin Filter	pcs	1	Statement of Compliance: _____		
	Coolant	ltrs	6	Statement of Compliance: _____		
	Automatic Transmission Fluid, Type T-IV	ltrs	8	Statement of Compliance: _____		
	Brake Cleaner	btl	1	Statement of Compliance: _____		

Injector Cleaner	l	1	Statement of Compliance:		
Brake Shoe, Rear	pair	1	Statement of Compliance:		
Brake Shoe, Front	pair	1	Statement of Compliance:		
TOYOTA HI-ACE GRANDIA, LABOR					
60,000 km check-up	lot	1	Statement of Compliance:		
Engine Tune-up	lot	1	Statement of Compliance:		
Wheel and Camber Alignment	lot	1	Statement of Compliance:		
Oil Treatment	lot	1	Statement of Compliance:		
Engine Treatment	lot	1	Statement of Compliance:		
Engine Detailing	lot	1	Statement of Compliance:		
Aircon Maintenance	lot	1	Statement of Compliance:		
Brake Shoe Replacement	lot	1	Statement of Compliance:		
Brake Pad Replacement	lot	1	Statement of Compliance:		
TOYOTA HILUX, MATERIALS					
Tires 265/65/R17 Vehicle Model: 2019, Tires Expiration: At least three (3) years from the date of delivery, Manufacturing Date: At least CY 2023	pcs	5	Statement of Compliance:		
Battery, 3sm	pcs	1	Statement of Compliance:		
Engine Oil, Full Synthetic, 5W-40	ltrs	8	Statement of Compliance:		
Oil Filter	pcs	1	Statement of Compliance:		
Fuel Filter	pcs	1	Statement of Compliance:		
Air Filter	pcs	1	Statement of Compliance:		

Cabin Filter	pcs	1	Statement of Compliance:		
Coolant	ltrs	6	Statement of Compliance:		
Brake Cleaner	btl	1	Statement of Compliance:		
Brake Shoe, Rear	pair	1	Statement of Compliance:		
Brake Shoe, Front	pair	1	Statement of Compliance:		
TOYOTA HILUX, LABOR					
145,000km check up	lot	1	Statement of Compliance:		
Engine Tune-up	lot	1	Statement of Compliance:		
Wheel and Camber Alignment	lot	1	Statement of Compliance:		
Oil Treatment	lot	1	Statement of Compliance:		
Engine Treatment	lot	1	Statement of Compliance:		
Engine Detailing	lot	1	Statement of Compliance:		
Brake Shoe Replacement	lot	1	Statement of Compliance:		
Brake Pad Replacement	lot	1	Statement of Compliance:		
ISUZU MUX, MATERIALS					
Tires 265/60/R18 Vehicle Model: 2019, Tires Expiration: At least three (3) years from the date of delivery, Manufacturing Date: At least CY 2023	pcs	5	Statement of Compliance:		
Battery, 3sm	pcs	1	Statement of Compliance:		
Engine Oil, Full Synthetic, 5W-40	ltrs	8	Statement of Compliance:		
Oil Filter	pcs	1	Statement of Compliance:		
Fuel Filter	pcs	1	Statement of Compliance:		

Air Filter	pcs	1	Statement of Compliance:		
Cabin Filter	pcs	1	Statement of Compliance:		
Brake Cleaner	btl	1	Statement of Compliance:		
Automatic Transmission Fluid, WSI	ltrs	8	Statement of Compliance:		
Brake Shoe, Front	pair	1	Statement of Compliance:		
Brake Shoe, Rear	pair	1	Statement of Compliance:		
ISUZU MUX, LABOR					
30,000km Check-up	lot	1	Statement of Compliance:		
Wheel and Camber Alignment	lot	1	Statement of Compliance:		
Brake Pad Replacement	lot	1	Statement of Compliance:		
Oil Treatment	lot	1	Statement of Compliance:		
Engine Treatment	lot	1	Statement of Compliance:		
YAMAHA NMAX, MATERIALS					
Tires 110/70-13, Front Vehicle Model: 2019, Tires Expiration: At least three (3) years from the date of delivery, Manufacturing Date: At least CY 2023	pcs	1	Statement of Compliance:		
Tires 110/70-13, Rear Vehicle Model: 2019, Tires Expiration: At least three (3) years from the date of delivery, Manufacturing Date: At least CY 2023	pcs	1	Statement of Compliance:		
Battery, M6	pcs	1	Statement of Compliance:		
V-Belt	pcs	1	Statement of Compliance:		
Lube-Oil	ltrs	1	Statement of Compliance:		

Gear Oil	btl	1	Statement of Compliance:		
Brake Pad Kit (Front)	pcs	1	Statement of Compliance:		
Brake Pad Kit (Rear)	pcs	1	Statement of Compliance:		
Coolant	ltrs	1	Statement of Compliance:		
Fuel Filter	pcs	1	Statement of Compliance:		
Air Filter	pcs	1	Statement of Compliance:		
Brake Fluid	btl	1	Statement of Compliance:		
YAMAHA NMAX, LABOR					
Brake Pad Replacement	lot	1	Statement of Compliance:		
Oil Treatment	lot	1	Statement of Compliance:		
Fuel injection Treatment	lot	1	Statement of Compliance:		
Grand Total Cost for			_____		
Amount in words of Grand Total Cost for			_____ _____		
OTHER REQUIREMENTS				Please indicate either: "Comply" or "Not Comply"	
Delivery Period	Items shall be delivered in accordance within forty-five (45) CD upon receipt of Notice to Proceed.				
Delivery Place	National Headquarters Philippine Coast Guard 139 25 th St. Port Area, 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 National Headquarters Philippine Coast Guard 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	ENS CHRISTIAANE VAN ANGELA A BAACO PCG TWG CHAIRMAN, DCA Contact Number: 0948-798-1573 Email Address: dcapcg@coastguard.gov.ph	

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. 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
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Philippine Coast Guard shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. Other terms and conditions relative to the project are provided in the attached Purchase Order/Service Contract.

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within fifteen (15) days after receipt of billing. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Bank Branch: _____

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.