



Philippine Coast Guard
COAST GUARD CIVIL RELATIONS SERVICE
Muelle Dela Industria, Farola Compound, Binondo Manila

REQUEST FOR QUOTATION

Date: 22 August 2024

RFQ No.: RFQ-0824-016

Name of Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Coast Guard Civil Relations Service (CGCRS)** through its Coast Guard Civil Relations Service Bids and Awards Committee (CGCRS-BAC), intends to procure **ICT Equipment for CGCRS** with an ABC of **EIGHT HUNDRED SEVENTY-SIX THOUSAND PESOS (P876,000.00) ONLY** in accordance with **Section 52. (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 on the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than 27 August 2024 at 09:00 am.**

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 required to be submitted after award of contract but before payment.
Income/Business Tax Returns	Upon submission of Quotation	NONE
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.

Tax Clearance Certificate	Upon submission of Quotation	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).
Notarized Omnibus Sworn Statement	Upon submission of Quotation	Please use the GPPB-prescribed format attached herein or downloadable through this link: https://bit.ly/GPPBOSSForm

For any inquiries or clarifications, please contact the Procurement Officer of CGCRS at 09676450435 with e-mail address cgcrs.procurement@gmail.com and look for **CG ENS JUN RAY L BONILLA**, Head, BAC Secretariat.


CG LCDR MARICEL P BORIOR
 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 the item being offered is for free.

1	SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR CGCRS			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:				Unit Cost	Total Cost
	Item Description	Unit	Qty	Please indicate either: "Comply" or "Not Comply"		
	Laptop Processor: Intel Core™ i5 R Memory: 8GB RAM Storage: 512 GB SSD Monitor: 15.6" Full HD 1920X1080 Windows: 11	PC	1	<u>Statement of Compliance:</u>		
	Laptop Processor: Intel Core™ i3 12 Memory: 8GB RAM Storage: 512 GB SSD Monitor: 15.6" Full HD 1920X1080 Windows: 11	PCS	13	<u>Statement of Compliance:</u>		
	Printer -3 in 1 (Print, Copy, Scan) -Mobile Printing -Wifi generated	PCS	3	<u>Statement of Compliance:</u>		
	Speaker, Microphone and Amplifier Set (Speaker) -Power 3,000W -Bluetooth -SP/mmc port (Amplifier) -428x285x143mm -2 Channel -Mic Echo -Record Out -FM Radio (Microphone) -Wireless microphone	SET	1	<u>Statement of Compliance:</u>		
	Phone Stabilizer Highlights: Folded, 3 Axis Stabilizer and AI-powered earting	PCS	1	<u>Statement of Compliance:</u>		

SD Card V60 Storage: 64 Gb	PCS	2	<u>Statement of Compliance:</u>		
Solid State Drive (SSD) Storage: 1 Tb	PCS	12	<u>Statement of Compliance:</u>		
Camera Type: Memory Card Type: SD, SDHC, SDXC Megapixel & sensor: 24+ Megapixel Sensor Battery: Lithium Battery	PC	1	<u>Statement of Compliance:</u>		
x-x-x Nothing Follows x-x-x					
Grand Total Cost for		Php _____			
Amount in words of Grand Total Cost		_____			
OTHER REQUIREMENTS				Please indicate either: "Comply" or "Not Comply"	
Delivery Period	Items shall be delivered on Forthy Five (45) CD Days upon receipt of Notice to Proceed				
Delivery Place	Coast Guard Civil Relations Service, Muelle Dela Industria, Farola Compound, Binondo, 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 Coast Guard Civil Relations Service by 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 ENS ENS RACHELLE JOY G GALVEZ TWG CHAIRMAN for ICT Contact Number: 09664761688 Email Address: cgcrs.procurement@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 _____ 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 initialled 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 CGCRS-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