



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)

**Bids and Awards Committee**

139 25<sup>th</sup> Street, Port Area  
1018 Manila

CGPS-MEMONR 0625-013

**MEMORANDUM**

For : **Chairperson, NHQ-PCG Bids and Awards Committee**

From : **Head, NHQ-PCG BAC Secretariat**

Subject : Approval of the Draft Invitation to Bid for the Project Supply and Delivery of Meals for Various NHQ-PCG Activities (Lot 1-4), Request for

Date : 05 June 2025

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1. This pertains to the project Supply and Delivery of Meals for Various NHQ-PCG Activities (Lot 1-4) with an Approved Budget for the Contract amounting to Twenty-Four Million One Hundred Forty-Eight Thousand Seven Hundred Thirteen Pesos (PhP24,148,713.00).
2. In this regard, respectfully request for the approval and signature of the Chairperson, NHQ-PCG Bids and Awards Committee on the attached Invitation to Bid of the aforesaid project.
3. For favorable consideration.

  
**CAPT BENEDICTO C BARTOLOME PCGe**  
Head, NHQ-PCG BAC Secretariat





PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS  
**(National Headquarters Philippine Coast Guard)**  
 139 25<sup>TH</sup> St., Port Area,  
 Manila, 1018

**INVITATION TO BID**

05 June 2025

Dear Sir/Madam:

The Philippine Coast Guard now invites bids for the procurement of:

Lot No.	Name of Projects	Approved Budget for Contract (ABC)	Bidding Documents Fee	Delivery Schedule
Supply and Delivery of Meals for Various NHQ-PCG Activities (Procurement by Lot) IB No. 2025-022				
1	A. Office of the Deputy Commandant for Operations (DCO).  B. Office of the Deputy Commandant for Administration (DCA)  C. Office of the Chief of Coast Guard Staff (CCGS)  D. Office of the Command Master Chief Office (CMCPO)  E. Office of the PCG Command Center (PCGCC)  F. Office of the Coast Guard Public Affairs Service (CGPAS)  G. Coast Guard Accounting Service Office (CGASO)	Php 3,194,113.00	Php 5,000.00	The term of the contract shall be Two Hundred (200) Calendar Days from the date of receipt of the Notice to Proceed or until 31 December 2025, or until the total contract amount has been fully consumed, whichever comes first. The delivery of the required meals shall be on a per-activity basis, within the dates and schedule specified by the End-User Unit. The following meal schedule shall be strictly observed:



	H.Coast Guard Adjutant Office (CGAO)			Breakfast – 07:00 AM to 07:30 AM
	I. Office Coast Guard Legislative Liaison Affairs (CGLLA)			AM Snacks – 09:00 AM to 09:30 AM
2	A. Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1  B. Office of the Deputy Chief of Coast Guard Staff for Intelligence, CG-2  C. Office of the Deputy Chief of Coast Guard Staff for International Affairs, CG-5  D. Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6  E. Office of the Deputy Chief of Coast Guard Staff for Civil Relations Services, CG-7  F. Office of the Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8  G. Office of the Deputy Chief of Coast Guard Staff for Marine Environmental Protection, CG-9	Php 12,644,400.00	Php 25,000.00	Lunch – 11:30 AM to 12:00 NN  PM Snacks – 2:30 PM to 3:00 PM  Dinner – 5:30 PM to 6:00 PM



	<p>H. Office of the Deputy Chief of Coast Guard Staff for Ships and Aircraft Engineering, CG-10</p> <p>I. Office of the Deputy Chief of Coast Guard Staff for Weapons, Communication, Electronics and Information System, CG-11</p> <p>J. Office of the Deputy Chief of Coast Guard Staff for Maritime Security Services, CG-14</p> <p>K. Office of the Deputy Chief of Coast Guard Staff for Strategic Studies and Modernization, CG-15</p>			
3	<p>A. Office of the Deputy Chief of Coast Guard Staff for Operations, CG-3</p> <p>B. Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4</p> <p>C. Office of the Deputy Chief of Coast Guard Staff for Education and Training, CG-12</p>	PhP 6,348,200.00	Php 10,000.00	
4	Events/Activities with Very Very Important Person (VVIPs)	Php 1,962,000.00	Php 5000.00	
<b>Total ABC for all Four (4) Lots</b>		PhP 24,148,713.00	Php 25,000.00	



Bids received in excess of the ABC shall be automatically rejected at bid opening.

The **Philippine Coast Guard** now invites bids for the above Procurement Project. Delivery of the Goods is required within Two Hundred (200) Calendar Days upon receipt of the Notice to Proceed or until 31 December 2025, or until the total contract amount has been fully consumed, whichever comes first in accordance with Section VI (Schedule of Requirements) of this Bidding Documents. Bidders should have completed, within (6) 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.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the Section 59 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 and the contract shall be awarded to the bidder who was identified as the Lowest or Single Calculated and Responsive Bid (L/SCRB).

*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.*

Prospective Bidders may obtain further information from Coast Guard Procurement Service and inspect the Bidding Documents at the address given below from Mondays to Fridays, during office hours, 8:00 AM – 5:00 PM, except non-working days (i.e., Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration.

A complete set of Bidding Documents may be acquired by interested Bidders from **05 June 2025 to 25 June 2025** 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, in the amount indicated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which shall be presented ***in person, by facsimile, or through electronic means.***

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

The Philippine Coast Guard will hold a Pre-Bid Conference on **June 13, 2025, 10:00 AM** at the National Headquarters Philippine Coast Guard (NHQ-PCG) Conference Room, 2F Admin Building, 139 25th Street. Port Area, Manila which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through *manual submission* at the address below on or before **June 25, 2025 at 09:00 AM**. Late bids shall not be

accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

Bid opening shall be on **June 25, 2025 at 10:00 AM** onwards at the **NHQ-PCG Conference Room 139 25<sup>th</sup> St., Port Area, 1018 Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Bidders shall bear all costs associated with the preparation and submission of their bids, and the *Philippine Coast Guard* 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 *Philippine Coast Guard* will accept bids only from those that have paid the applicable fee for the Bidding Documents.

The *Philippine Coast Guard* 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.

The Philippine Coast Guard 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 Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**CAPT BENEDICTO C BARTOLOME PCG**  
Commander, Coast Guard Procurement Service  
Coast Guard Procurement Service  
2<sup>nd</sup> Floor, Bachrach Building I  
23<sup>rd</sup> Street, Port Area, South Harbor, Manila  
Email Address: [procurement@coastguard.gov.ph](mailto:procurement@coastguard.gov.ph)  
Contact Number: 09565787067





You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and  
[www.coastguard.gov.ph](http://www.coastguard.gov.ph)



**RADM HOSTILLO ARTURO E CORNELIO PCG**  
Chairperson, NHQ-PCG Bids and Awards Committee

