



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: **10 February 2025**

RFQ No.: **RFQ-0225-013**

Name of Company/Business Name¹: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required)²: _____

The **Philippine Coast Guard (PCG)**, through its Headquarters Service Support Group Bids and Awards Committee (HSSG-BAC), intends to undertake for the **Supply and Delivery of Janitorial Supplies and Equipment for O/HSSG** with an ABC of **SEVEN HUNDRED FIFTY THREE THOUSAND FOUR HUNDRED TWENTY PESOS (Php 753,420.00) Only**, in accordance with **Section 52.1(b) (Shopping)** 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 13 February 2025 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 updated valid Mayor's or Business Permit shall be required to be submitted after award of contract

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

		be required to be submitted after award of contract but before payment.
Income/Business Tax Returns	Upon submission of Quotation	Latest Income Tax Return (Annual Income Tax of the Preceding Tax Year) or Business Tax Return (Value Added Tax or Percentage Tax Return covering the Previous six (6) 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 hsgbac@gmail.com.

LTJG ZAIRA MARGARETTE R DE 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

II. 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.

SUPPLY AND DELIVERY OF JANITORIAL SUPPLIES AND EQUIPMENT FOR O/HSSG			Statement of Compliance	BEST OFFER/QUOTATION	
			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.	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,	
Technical Specification:					
Item Description	Unit	Quantity	Please indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
Air freshener spray <ul style="list-style-type: none">75 pcs Morning Freshness, 75pcs Lemon, 50 pcs Lavander320ml	BTLS	200	Statement of Compliance: _____		
Microfiber Cloth <ul style="list-style-type: none">3-pcs per pack, Non abrasive, Super Absorbent, Clear coat safe	PACK	100	Statement of Compliance: _____		
Table napkin <ul style="list-style-type: none">pre-cut 1000 sheets	PACK	100	Statement of Compliance: _____		
Stick on toilet <ul style="list-style-type: none">deodorizer 30gtoilet bowl cleaning strips citrus	PCS	100	Statement of Compliance: _____		
Kitchen paper towels <ul style="list-style-type: none">70pulls 2ply 2's	ROLLS	120	Statement of Compliance: _____		
Toilet flush cleaner <ul style="list-style-type: none">In tank blocks 40g)	PACKS	50	Statement of Compliance: _____		

Dishwashing liquid 475ml • Kalamansi or Lemon 250ml	BTLS	200	Statement of Compliance: _____		
Sink and Drain Declogger • 500ml	BTLS	100	Statement of Compliance: _____		
Glass cleaner • 500ml with Spray	BTLS	70	Statement of Compliance: _____		
Liquid Detergent • 950ml • Anti-Bacterial	BLTS	300	Statement of Compliance: _____		
Chamois • rubber	PCS	100	Statement of Compliance: _____		
Multi-Purpose Cleaner • 2 Liter (Lavender)	BTLS	100	Statement of Compliance: _____		
Door Mat Microfiber Square • 93% polyester, 17% polymade, 25cm x 18cm	PCS	100	Statement of Compliance: _____		
Microfiber Dual Wash Mitt • (83% polyester, 17% polyamide, 25cm x 18cm)	PCS	50	Statement of Compliance: _____		
Heavy Duty Scrub Sponge • 100 x 75 x 30 mm 3's	PACK	100	Statement of Compliance: _____		
Spin Mop • 360 Rotating Mop Head • Microfiber • Spin Dry Bucket • Stainless Steel Mop	UNIT	30	Statement of Compliance: _____		
Mop Head Wood Handle Set • Length: At Least 60.5 Inches • Width: 10 Inches • Height: 3.5 Inches • Weight: 3.9 Lbs	PCS	40	Statement of Compliance: _____		
Aroma Oil 250ml • 250ml • Lavander • Peppermint	UNIT	50	Statement of Compliance: _____		
Floorbrush with Wood Handle • Color: Wooden • Handle: Material	PCS	20	Statement of Compliance: _____		

<ul style="list-style-type: none"> • Wooden Handle • Size: 10" W x 40" H 					
Pail <ul style="list-style-type: none"> • 24 Liters with Dipper • Blue 	PCS	20	Statement of Compliance:		
Broom Stick <ul style="list-style-type: none"> • Length Grip • Bristle Type 	PCS	100	Statement of Compliance:		
Indoor Garbage Bin <ul style="list-style-type: none"> • At Least 30L • Plastic • Any Color 	PCS	100	Statement of Compliance:		
Garbage Bag <ul style="list-style-type: none"> • Size: XL • Black 	PACK	100	Statement of Compliance:		
Drum <ul style="list-style-type: none"> • 200 Liters • Poly • Blue 	UNIT	10	Statement of Compliance:		
Wet and Dry Vacuum <ul style="list-style-type: none"> • Input Power: 1200w • Voltage: 220-240V • Frequency: 50Hz/60Hz • Capacity: 12L • Airflow: 1.35m³/min 	UNIT	2	Statement of Compliance:		
Soft Broom <ul style="list-style-type: none"> • Gross Weight (Max) 500g • Handler: Cylindrical, Wood, Smooth, Finish, Plastic Coated • Diameter of handle 19mm 	PCS	50	Statement of Compliance:		
Grand Total Cost for			<i>Php</i> _____		
Amount in words of Grand Total Cost for			_____		
Please See attached for Reference ANNEX I					
OTHER REQUIREMENTS				Please indicate either: "Comply" or "Not Comply"	
Delivery Period	Items shall be delivered within Thirty (30) 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 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 GLENN PAUL A LUPNACAN PCG TWG CHAIRMAN, HSSG Contact Number: 09993811860 Email Address: hsgbac@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. 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
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The Philippine Coast Guard shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.
11. 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: _____

Bank 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


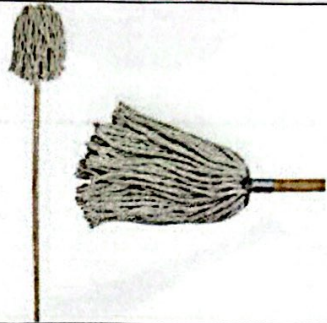


ANNEX I

Air Freshener Spary	
Mirofiber Cloth	
Table Napkin	
Stick on Toilet	




Kitchen Paper Towels	
toilet flush cleaner	
Dishwashing Liquid	<p>southstar drug®</p> 
Sink and Drain Declogger	

<p>Glass Cleanser</p>	
<p>Liquid Detergent</p>	
<p>Chamois</p>	

<p>Multi- Purpose Cleaner 2 Liter (Lavander)</p>	
<p>Door mat Microfiber Square</p>	
<p>Microfiber dual wash Mitt</p>	
<p>Heavy Duty Scrub Sponge</p>	

Composition of spin mop	
Mop Head Wood handle	
Aroma Oil 250ml	
Floorbrush with Wood Handle	

Pail	
Broom Stick	
Indoor Garbage Bin	
Garbage Bag	

Drum	
Wet and Dry Vacuum	
Soft Broom	

Disclaimer: The sample photos provided are for illustration and reference purpose only. We do not have any brand preference