



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: 14 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 National Headquarters and Headquarters Service Support Group Bids and Awards Committee (HSSG-BAC), intends to undertake for the **REPAIR AND MAINTENANCE OF LAND MOBILITY VEHICLES FOR O/CGAO** with an ABC of **TWO HUNDRED SIXTY THREE THOUSAND EIGHT HUNDRED EIGHTEEN PESOS AND 33/100 (Php 263,818.33) 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 17 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

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 hsqbac@gmail.com.


LTJG ZAIRA MARGARETE 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

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.

REPAIR AND MAINTENANCE OF LAND MOBILITY VEHICLES FOR O/CGAO			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
TOYOTA INNOVA 2.0 GAS MT					
GEAR • Sw-30/10W-40/Fully Synthetic	Liters	8	Statement of Compliance: _____		
Engine Oil Filter • Vic Oil Filter C-111	Pc	1	Statement of Compliance: _____		
Fuel Oil Filter • Gas Fuel Engine 2006-Present • Part No. 23300-75140	Pc	1	Statement of Compliance: _____		
Transmission Maintenance	Lot	1	Statement of Compliance: _____		
Brake Pads	Pcs	4	Statement of Compliance: _____		
Brake Shoe	Pcs	4	Statement of Compliance: _____		
Cabin Filter	Pc	1	Statement of Compliance: _____		

• Rav4 2004-2015 87139-0D030					
Drive Belt • 1KD/2KD 2004-2015 (7PK1516)90916-T2006	Pc	1	Statement of Compliance: _____		
Freon • R132A • 3.4 kg	Btl	1	Statement of Compliance: _____		
General Check-Up and Cleaning of Parts and Mechanism	Lot	1	Statement of Compliance: _____		
Tires • 205/65R15 (Tubeless)	Pcs	5	Statement of Compliance: _____		
Labor	Lot	1	Statement of Compliance: _____		
YAMAHA NMAX					
Engine Oil • SL 20W40 MA	Liters	1	Statement of Compliance: _____		
Gear Oil • Yamalube Gear Oil	Liters	1	Statement of Compliance: _____		
Radiant Coolant • Yamalube Coolant	Liters	1	Statement of Compliance: _____		
CVT Cleaning	Lot	1	Statement of Compliance: _____		
Tires • R8 Tubeless Tire 110/70-13 130/70-13	Pc	2	Statement of Compliance: _____		
V-Belt • Part No. 2DP-E7641-00-00	Pc	1	Statement of Compliance: _____		
Yamaha N-Max Air Filter • Yamaha Genuine Air Filter	Pc	1	Statement of Compliance: _____		

Spark Plug • Hella Twin Electrode Spark Plus	Pc	1	Statement of Compliance: _____		
Brake Pad Set (Front and Rear) • Yamaha Nmax Brake Pad Front and Rear • Material: Metal and Brass Alloy	Pc	1	Statement of Compliance: _____		
General Check Up and Cleaning of Parts and Mechanism	Lot	1	Statement of Compliance: _____		
Labor	Lot	1	Statement of Compliance: _____		
HONDA WAVE					
Engine Oil • Motorcycle Oil 4T	Btl	1	Statement of Compliance: _____		
Tires • Diamond Tire R17 (D564)	Pcs	2	Statement of Compliance: _____		
Seat Foam and Cover • Weight:0.087kg • Material: Polyester + Foam • Colors: Black Only • Product Size: 38x35x1.5c	Pc	1	Statement of Compliance: _____		
Gear Chain • Dimension:36T/14V/110 L	Pc	1	Statement of Compliance: _____		
Clutch Cable • Color: Black • Part No. 44830-K54-H	Pc	1	Statement of Compliance: _____		
General Check-Up and Cleaning of Parts and Mechanism	Lot	1	Statement of Compliance: _____		
Spark Plug • Model Number: A6TC (U5AC) • Type: Spark Plug (Copper Core)	Pc	1	Statement of Compliance: _____		

<ul style="list-style-type: none"> • Thread Size: 10 (10) • Thread Pitch: 1.0 mm 						
Brake Pad Front <ul style="list-style-type: none"> • Brake pad Disc Brake • Part No. 6455-kpy-952 		Pc	1	Statement of Compliance:		
Brake Shoe Rear <ul style="list-style-type: none"> • Brake Shoe for Rear drum break • Part No. 0630-kph-900 		Pc	1	Statement of Compliance:		
Labor		Lot	1	Statement of Compliance:		
Grand Total Cost for				Php _____		
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 Twenty (20) 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 GIANFRANCO C GABRIEL PCG TWG CHAIRMAN, O/CGA Contact Number: 09083037139 Email Address: gabrielgianfrancogab@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: _____

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: _____


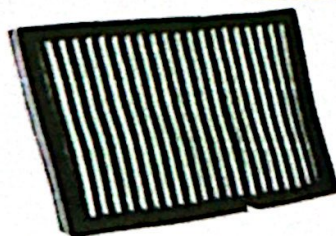
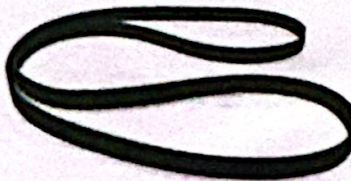

Position

Company Represented






Address / Tel. No. / Fax No

PARTICULARS	SPECIFICATIONS
Engine Gear Oil	
Engine Oil Filter	

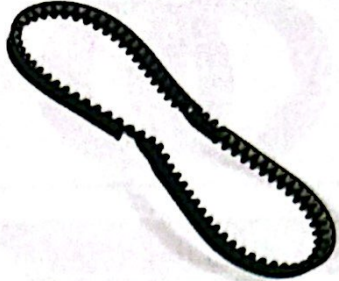
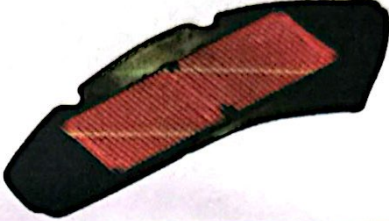
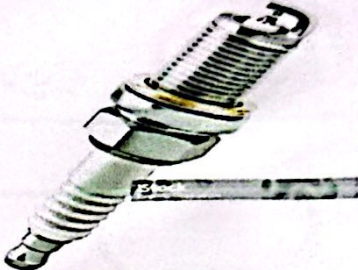


"Serving our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

Fuel Oil Filter	
Cabin Filter	
Drive Belt	
Freon	



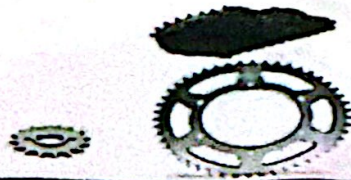



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Tires	
Yamaha N Max	
Engine Oil	
Gear Oil	
Radiator Coolant	
Tires	

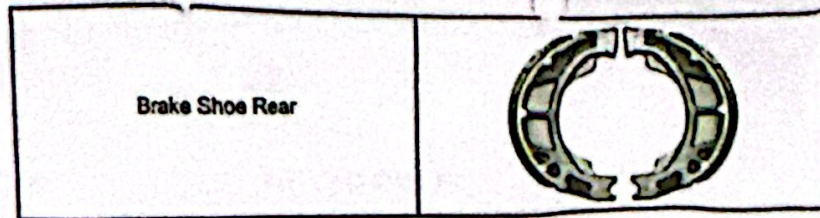
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V-Belt	
Air Filter	
Spark Plug	
Brake Pad Set (Front and Rear)	
Honda Wave	
Engine Oil	

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Tires	
Seat Foam and Cover	
Gear Chain	
Clutch Cable	
Spark Plug	
Brake Pad Front	

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