

REQUEST FOR QUOTATION

Date: _____

Name of Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required)¹: _____

The **Coast Guard Weapons, Communications, Electronics and Information System Command**, through its Bids and Awards Committee (BAC), intends to procure for the **SUPPLY AND DELIVERY OF PLAQUES AND MEMENTOS FOR HCGWCEISC ACTIVITIES FOR FY 2025** with an **Approved Budget for the Contract (ABC) of THREE HUNDRED EIGHTEEN THOUSAND TWO HUNDRED FIFTY PESOS ONLY (Php 318,250.00)** through **Section 34 - SMALL VALUE PROCUREMENT (SVP)** of the Implementing Rules and Regulations of Republic Act No. 12009.

Anent this, please quote your **best offer** for the item described herein, **Subject to the Terms and Conditions** indicated at the page 2 of this RFQ. Submit your quotation duly signed by your authorized representative **not later than 24 March 2025 at 07:00 AM** at CGWCEISC Procurement Unit, Coast Guard Weapons, Communications, Electronics and Information System Command, F. Ortigas St Brgy Additon Hills Mandaluyong City or via electronic mail at [**cgwprocurement@gmail.com**](mailto:cgwprocurement@gmail.com).

The following documents are likewise required to be submitted along with the accomplished RFQ on the aforementioned deadline:

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your updated 2025 Mayor's or Business Permit shall be required to be submitted <u>after award of contract but before payment</u>
PhilGEPS Registration Number	No remarks
DTI Permit/ SEC Registration	No remarks
Latest Income or Business Tax Return	No remarks
Notarized Omnibus Sworn Statement (OSS)²	If unable to have the document notarized, you may submit a signed Nonnotarized OSS (in the prescribed template), subject to compliance therewith <u>after award of contract but before payment</u>

¹ Copy of PhilGEPS Certificate of Registration and Membership (Platinum or Red membership) shall be submitted as well along with the accomplished RFQ

² Please use the GPPB-prescribed OSS form which may be downloaded through this link: <http://bit.ly/GPPBOSSform>

Should you have questions or concerns on the subject procurement project, you may communicate with us at mobile number **+639914723476** or email us at **cgwprocurement@gmail.com**.


ENS PERLINA S. ASANI PCG
CO, CGWCEISC-Procurement Unit

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 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.

TERMS AND CONDITIONS:

- (1) Bidders shall provide correct and accurate information required in this form.
- (2) 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.
- (3) Price quotation/s must be valid for a period of **One Hundred Twenty (120) Days** from the deadline of submission.
- (4) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- (5) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- (6) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Coast Guard Weapons, communication, Electronics and Information System Command 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 PE may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009.
- (9) The item/s shall be delivered according to the accepted offer of the bidder.
- (10) Item/s delivered shall be inspected by the HCGWCEISC TIAC on the scheduled date and time.
- (11) The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
- (12) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding**

bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

- (13) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Coast Guard Weapons, Communication, Electronics and Information System Command may terminate 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.

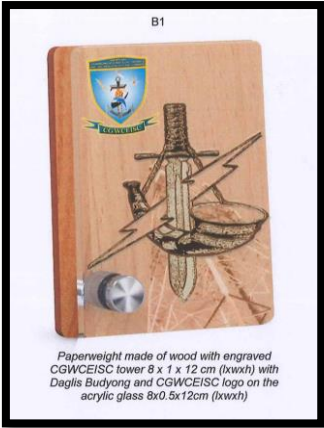

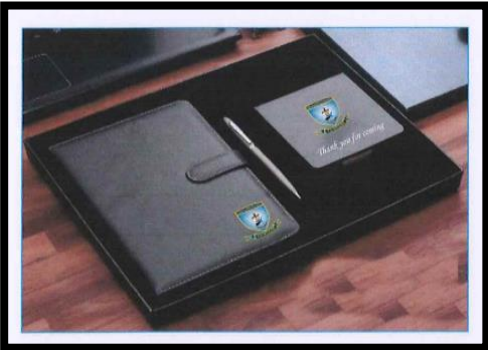
FINANCIAL OFFER:



Please quote your **best offer** for the item below based on the aforementioned technical specifications. Please do not leave any blank items. Indicate "0" if item being offered is for free.

All prices quoted are INCLUSIVE of all applicable taxes Value Added Tax (VAT), income tax, local taxes, fiscal duties, and other charges relative to the acquisition and delivery of items to CGWCEISC.

SUPPLY AND DELIVERY OF PLAQUES AND MEMENTOS FOR HCGWCEISC ACTIVITIES FOR FY 2025 APPROVED BUDGET FOR THE CONTRACT (ABC): THREE HUNDRED EIGHTEEN THOUSAND TWO HUNDRED FIFTY PESOS ONLY (Php 318,250.00)				
ITEMS DESCRIPTION	UNIT	QUANTITY (A)	OFFERED PRICE PER UNIT (B)	TOTAL OFFERED QUOTATION (AXB)
1. Medal Box for Retiree with: -Wooden Frame with Acrylic Glass (22x30) -Awards and Decorations <ol style="list-style-type: none"> 1. (Award of Coast Guard Distinguished Service Medal and Ribbon 2. Award of Coast Guard Superior Achievement Medal and Ribbon 3. Award of Coast Guard Outstanding Achievement Medal and Ribbon 4. Award of Coast Guard Search and Rescue Medal and Ribbon 5. Award of Coast Guard Unit Meritorious Commendation Ribbon 6. Award of Coast Guard Civic Action Medal and Ribbon 7. Long Service Medal 8. Award of Coast Guard Disaster Relief and Rehabilitation Medal and Ribbon 9. Coast Guard Sea Service Ribbon 10. Command at Sea Badge 11. Edsa II Ribbon 12. Combat (Kagitingan) Badge 13. Military Commendation Medal 14. Military Civic Action Medal 15. Award of Builder Specialization Badge 16. Luzon Campaign Medal 17. Presidential Unit Citation Badge) -Big Brass Plate (Name Label) -Shoulder Board Set -Small Philippine Flag	PC	1		

<p>18. Picture with Wooden Frame</p> 				
<p>2. Capiz Plaque with Citation</p> <p>A</p>  <p>B</p> 	PCS	2		
<p>3. Customized Lei with CGWCEISC Logo</p> 	PCS	50		

<p>4. Paperweight made of wood with engraved CGWCEISC Tower 8x1x12cm(lxwxh) with Daglis Budyong and CGWCEISC Logo on the Acrylic glass 8x0.5x12cm (lxwxh)</p>  <p><i>Paperweight made of wood with engraved CGWCEISC tower 8 x 1 x 12 cm (lxwxh) with Daglis Budyong and CGWCEISC logo on the acrylic glass 8x0.5x12cm (lxwxh)</i></p>	PCS	50		
<p>5. Challenge Coin (CGWCEISC Logo and Philippine Coast Guard Logo Back to back) 5cm diameter</p>  <p><i>B2. CHALLENGE COIN 5 cm dia</i></p>	PCS	50		
<p>6. Set of Notebook with CGWCEISC Logo and Pen with box</p> 	PCS	100		

<p>7. Tote bag with CGWCEISC Logo (White)</p> 	PCS	100		
<p>8. CGWCEISC Dry Seal (For Certification)</p> 	PC	2		
TOTAL				Php

After having carefully read and accepted the Instructions, and Terms and Conditions, I/we submit our quotation/s for the item/s as noted above.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Official Email Address/es

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within sixty (60) calendar days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account. Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____