

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 **PROCUREMENT OF OFFICE SUPPLIES AND OTHER MATERIALS FOR HCGWCEISC** with an **Approved Budget for the Contract (ABC) of THREE HUNDRED SEVENTY-ONE THOUSAND SIXTY-SIX AND 83/100 PESOS ONLY (Php 371,066.83)** 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 17 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.

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.

PROCUREMENT OF OFFICE SUPPLIES AND OTHER MATERIALS FOR HCGWCEISC APPROVED BUDGET FOR THE CONTRACT (ABC): <u>THREE HUNDRED SEVENTY-ONE THOUSAND SIXTY-SIX AND 83/100 PESOS ONLY (Php 371,066.83)</u>				
ITEMS DESCRIPTION	UNIT	QUANTITY (A)	OFFERED PRICE PER UNIT (B)	TOTAL OFFERED QUOTATION (AXB)
Ink 664 Black	pcs	72		
Ink 664 Cyan	pcs	36		
Ink 664 Yellow	pcs	36		
Ink 664 Magenta	pcs	36		
Ink 003 Black	pcs	240		
Ink 003 Cyan	pcs	120		
Ink 003 Yellow	pcs	120		
Ink 003 Magenta	pcs	120		
BT 6000 Black	pcs	24		
BT 5000 Cyan	pcs	12		
BT 5000 Magenta	pcs	12		
2 Layer Metal Tray	pcs	6		
Laminating Film	pcs	10		
Photo Paper A4 148gsm	packs	50		
Parchment Paper A4	packs	50		
Whiteboard 4x8ft white board with stand and roller stopper	pcs	2		

White board 1x2mm	pcs	2		
White board 2x2mm	pcs	3		
Coark Board w/Aluminum Frame 2x4ft	pcs	4		
LED Flourescent Bulb 20watts	pcs	10		
LED Bulb 20watts	pcs	10		
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: _____