



Department of Transportation  
Philippine Coast Guard  
**OFFICE OF THE CHIEF NURSE**  
**COAST GUARD NURSING SERVICE**  
CGBT 56 M.L Quezon St., New Lower Bicutan  
Taguig City, 1632 Metro Manila  
nursing.service@coastguard.gov.ph



### **REQUEST FOR QUOTATION**

Date: \_\_\_\_\_

RFQ No.: **CGNS-0325-004**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Hotel/Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration No. (**required**): \_\_\_\_\_

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The **Coast Guard Nursing Service** of the Philippine Coast Guard intends to **Lease of Venue with Meals and Accommodation for the Annual Planning, Performance Review and Organization Assessment (APPROA) of Coast Guard Nursing Service for FY 2025**, which will be undertaken in accordance with **Section 53.10** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Lessors of known qualifications are invited to submit quotations/proposals duly signed by you or your duly authorized representative **not later than 11 March 2025 at 09:00 PM**, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Copies of your **2025 Business/Mayor's Permit and latest Income/Business Tax Return** are also required to be submitted along with your quotation/proposal.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact us at **0918-652-7047** or email address at **cgns svcns6@gmail.com**.

Thank you!

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and accurately.
- Do not alter the contents of this form in any way.
- Technical specifications with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>TECHNICAL SPECIFICATIONS:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>I. Availability</b> (To be confirmed three calendar days before the event schedule)			
A. Dates: <b>27-28 March 2025*</b>			
<b>II. Location</b>			
A. Within 5km from Headquarters CGNS *			
B. Free parking space reserved within or near venue*			
i. 10 slots or more			
ii. 8-9 slots			
iii. 6-7 slots			
iv. At least 5 slots			
<b>III. Neighborhood data</b>			
A. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority*			
B. Proximity to Police and Fire Stations			
C. Proximity to Banks, Postal, and Telecommunications service provider			
<b>IV. Venue</b>			
<b>A. Structural Condition</b>			
The foundation is made of concrete and structural steel materials or combination of both.*			
<b>B. Functionality of Function Room</b>			
i. One (1) available Function Room on 27 March 2025 from 02:00 p.m. to 28 March 2025 12:00 noon;			

ii. Round table set up for 133 attendees*			
iii. Area should accommodate 133 attendees*			
iv. Pillars, if any, should not obstruct the view of the participants towards the stage and projector screen/s			
v. Amenities include:			
• Secretariat's table and chairs*			
• At least 3 units of wireless microphone*			
• At least 2 units of microphone with stand*			
• Free and steady Wi-Fi connection for attendees*			
• Waived electricity charges for use of laptops*			
• Projector screen and table for LCD Projector*			
• Audible/Operational Sound System*			
<b>V. Other Requirements</b>			
i. Provision of janitorial and maintenance services*			
ii. Ambience promotes learning			
iii. Adequate security service (24/7)*			
iv. Use of reusable water for toilet flushing			
v. Use of energy efficient lighting (LED, Solar)			
vi. Multiple-use of necessary toiletries			
vii. Use of generator in case of power interruption, if necessary			
<b>VI. Catering Services</b> (Guaranteed number of attendees shall be confirmed a week before the event)*	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
i. Location must be inside the Function Room*			
ii. Meals for 133 attendees* composed of the following:			
a. One (1) Buffet Breakfast* from 28 March 2025			
• Salad/Soup*			
• Main course: (at least two (2) Variants of Meat, or at least one (1) Variant of Meat and 1 Variant of Fish, and 1 Variant of Vegetables)*			
• Rice*			

<ul style="list-style-type: none"> <li>• Dessert*</li> </ul>			
b. One (1) AM Snack on 28 March 2025			
<ul style="list-style-type: none"> <li>• Drinks (at least one round of ice tea/ juice for every meal and every snack)*</li> </ul>			
<ul style="list-style-type: none"> <li>• Provision of Free freely-flowing brewed coffee and tea</li> </ul>			
c. One (1) Buffet Dinner* on 27 March 2025 for composed of the following:			
<ul style="list-style-type: none"> <li>• Salad/Soup*</li> </ul>			
<ul style="list-style-type: none"> <li>• Main course: (at least two (2) Variants of Meat, or at least one (1) Variant of Meat and 1 Variant of Fish, and 1 Variant of Vegetables)*</li> </ul>			
<ul style="list-style-type: none"> <li>• Rice*</li> </ul>			
<ul style="list-style-type: none"> <li>• Dessert*</li> </ul>			
g. Professionally trained banquet service personnel who are: presentable, courteous, well-mannered and approachable*			
<b>VIII. Client's satisfactory rating based on online hotel reviews for the past year, if applicable</b>			
<b>*Mandatory requirements</b>			

**Terms of Payment:**

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within a period of ninety (90) 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: \_\_\_\_\_

**FINANCIAL OFFER:**

Please quote your best offer for the items below. **The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price.** The final number of participants shall be **confirmed** at least *five (5) days* prior to the scheduled function date, which shall be the basis for the contract price.

**Please do not leave any blank items.** Indicate "0" if item is being offered for free.  
(See Terms and Conditions)

Lease of Venue with Meals and Accommodation for the Annual Planning, Performance Review and Organization Assessment of Coast Guard Nursing Service for FY 2025		<b><u>APPROVED BUDGET FOR THE CONTRACT:</u></b> <i>Three Hundred Thirty-Two Thousand Five Hundred Pesos (Php 332,500.00)</i>		
<b>LEASE OF VENUE</b>	<b>A1</b> Please fill in your Offered rate (PhP)	<b>B1</b> Maximum number of days	<b>D1</b> <b>SUBTOTAL</b> (A1 x B1)	
Function Room: _____ <i>(name of function room)</i>		1		
<b>MEALS</b>	<b>A2</b> Please fill in your Offered rate (PhP)	<b>B2</b> Maximum number of pax	<b>C2</b> Maximum number of meals	<b>D2</b> <b>SUBTOTAL</b> (A2 x B2 x C2)
Buffet Dinner		133	1	
Buffet Breakfast		133	1	
AM Snacks		133	1	
Accommodation	<b>A3</b> Please fill in your Offered rate (PhP)	<b>B3</b> Maximum number of pax	<b>C3</b> Maximum number of meals	<b>D3</b> <b>SUBTOTAL</b> A3 x B3 S C3
		133	3	

## TERMS AND CONDITIONS

1. Any modifications in the room arrangements during contract implementation must be approved by the Coast Guard Nursing Service. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, **less** (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; **provided**, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date 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. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. 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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Coast Guard Nursing Service 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.
8. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
9. The charge for the additional persons shall be contained in an Amendment to Contract.
10. The Coast Guard Nursing Service shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. The Coast Guard Nursing Service shall prefer send bill arrangements for payment. **Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account 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 contractor's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Coast Guard Nursing Service 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.

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Signature over Printed Name

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Position/Designation

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Office Telephone/Fax No/s.

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Mobile No/s.

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Email address/es