



Philippine Coast Guard  
**OFFICE OF THE CHIEF NURSE**  
**COAST GUARD NURSING SERVICE**  
 CGBT M.L Quezon St., New Lower Bicutan, Taguig City  
 1632 Metro Manila



**REQUEST FOR QUOTATION**

Negotiated Procurement-Lease of Real Property and Venue

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

*Name of Company/Business Name:* \_\_\_\_\_

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

1. The **COAST GUARD NURSING SERVICE** through the Coast Guard Nursing - Bids and Awards Committee (CGNS-BAC) (hereinafter referred to as CGNS) through the General Appropriations Act (GAA) 2025 intends to apply the sum of **FOUR MILLION EIGHT HUNDRED THIRTY-TWO THOUSAND TWO HUNDRED SIXTY PESOS (PHP4,832,260.00) ONLY** being the Approved Budget for the Contract (ABC) representing ten (10) months rent, two (2) months security deposit, two (2) months advance, inclusive of VAT and all other applicable government taxes fees and other charges, to payment under the contract for **Lease of Office Space for Coast Guard Nursing Service (CGNS)**. Bids received in excess of the ABC for each lot shall be automatically rejected on bid opening.
2. The CGNS now invites legally, technically and financially capable bidders (lessors) to submit for Lease of Office Space for Coast Guard Nursing Service (CGNS) for twelve (12) months including two (2) months security deposit.
3. Procurement process shall be conducted through Negotiated Procurement in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act" subject to Annex "H" of the same.
4. Interested bidders may obtain further information from CGNS-BAC at the address given below during business hours from 8:00 AM – 5:00 PM.
5. Bidders shall submit its bid containing the original, certified true copy, or photocopy signed by the bidder of the following documents:
  - a. Price Quotation Form ("Annex A")
  - b. Omnibus Sworn Statement ("Annex A")
  - c. PhilGEPS Registration Number
  - d. Valid Mayor's /Business Permit
  - e. SEC or DTI Registration
  - f. Vicinity Map showing the location of the building
  - g. Floor plans showing total leased area

The Absence of any documentary requirement enumerated herein shall disqualify the bidder.

6. Bids shall be placed in a sealed envelope marked "**Lease of Office Space for Coast Guard Nursing Service (CGNS)**".

The envelope shall:

- a. Contain the name of the project "**Lease of Office Space for Coast Guard Nursing Service (CGNS)**";
- b. Bear the name, address and contact number of the Bidder;
- c. Addressed to the "Coast Guard Nursing Service-Bids and Awards Committee"
- d. Bear a warning "DO NOT OPEN BEFORE 12 February 2025 at 9:00 AM."

Bids must be duly received by the CGNS Office at the address below on or before 12 February 2025 (Wednesday) at 9:00 AM. Bidders who wish to submit their bids before the deadline may submit the same to the Headquarters Coast Guard Nursing Service located at CGBT 56 M.L Quezon St., New Lower Bicutan Taguig City, 1632 Metro Manila. Late bids shall not be accepted.

The Bids shall be opened to determine the Single/Lowest Calculated Bid (SCB/LCB). The SCB/LCB shall only be based on the monthly rental rate offered. Bids received in excess of **FOUR MILLION EIGHT HUNDRED THIRTY-TWO THOUSAND TWO HUNDRED SIXTY PESOS (PHP4,832,260.00) ONLY** shall be automatically rejected.

The real property being offered by the Bidder with the LCB/SCB shall be rated in accordance with the Technical Specifications (Appendix A). Ocular inspection of the leased premises will be conducted to verify and ascertain the offer and statements made by the bidder with the Lowest Calculated Bid.

The SCB/LCB which scored at least eighty percent (80%) pursuant to the Table of Rating Factors for Lease of Real Property included herein will be considered as responsive and reasonable and shall be declared as the **Lowest Calculated and Responsive Bid (LCRB)**.

7. The CGNS reserve the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:



**ENS RACHEL O CAMMAGAY NC PCG**

Head, BAC Secretariat

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