



PAMBANSANG PUNONG HIMPILAN 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: **23 May 2025**

RFQ No.: **RFQ-0525-253**

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 (NHQ and HSSG-BAC), intends to procure for the **SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF VARIOUS ACTIVITIES FOR FY 2025 OF O/CGMED** with an ABC of **FOUR HUNDRED SIXTEEN THOUSAND FOUR HUNDRED FIFTY THOUSAND PESOS (PHP 416,450.00)** ONLY in accordance with **Section 34 (Small Value Procurement)** of the Implementing and Regulations of Republic Act No. 12009.

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 **through manual submission, not later than 26 May 2025 at 08:00 am** 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 2025 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 valid Mayor's or

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

		Business Permit shall be required to be submitted after award of contract but before payment.
Income/Business Tax Returns	Upon submission of Quotation	Latest income and business tax returns filed for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of bid.
Notarized Omnibus Sworn Statement	Upon submission of Quotation	Please use the GPPB-prescribed format attached herein or download through this link: 07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx

For any inquiries or clarifications, please contact the Headquarters Service Support Group Office at **0963-223-0665** with e-mail address hsgbac@gmail.com.


LT ZAIRA MARGARETTE R DE CHAVEZ PCG
 Chairperson, NHQ and HSSG 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.

SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF VARIOUS ACTIVITIES FOR FY 2025 OF O/CGMED			
ITEMS	Unit	Qty	Statement of Compliance (Please fill up each row with either: "Comply" or "Not Comply")
Breakfast (Packed Meal) <ul style="list-style-type: none"> 1 glass of coffee or water at least 500mL 1 full-size measuring cup of steamed rice 1 viand of scrambled egg at least 100g per serving 1 viand of (hotdog/ham/fried chicken/fried bangus) at least 150g per serving Note: No pork	pax	620	Statement of Compliance: <hr/>
AM Snacks (Packed Meal) <ul style="list-style-type: none"> 1 glass of juice or water at least 500mL any kind of pasta at least 200g per serving 1 pc burger or sandwich at least 150g per serving Note: No pork	pax	298	Statement of Compliance: <hr/>
Lunch (Packed Meal) <ul style="list-style-type: none"> 1 glass of juice or water at least 500mL 1 full-size measuring cup of steamed rice 1 viand of meat (beef) at least 100g per serving 1 viand of meat (chicken) at least 100g per serving 1 viand of vegetable at least 100g per serving Dessert Note: No pork	pax	580	Statement of Compliance: <hr/>

PM Snacks (Packed Meal) <ul style="list-style-type: none"> ● 1 glass of juice or water at least 500mL ● any kind of pasta at least 200g per serving ● 1 pc burger or sandwich at least 150g per serving Note: No pork	pax	105	Statement of Compliance: <hr/>
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OTHER REQUIREMENTS		Please indicate either: “Comply” or “Not Comply”																																		
The financial offer for the packed meals and/or catering services shall not exceed the following amount: 1. Breakfast (Packed Meals): Two Hundred Pesos Only (PhP 200.00) 2. AM Snacks (Packed Meals): One Hundred Fifty Pesos Only (PhP 150.00) 3. Lunch (Packed Meals): Four Hundred Pesos Only (PhP 400.00) 4. PM Snacks (Packed Meals): One Hundred Fifty Pesos Only (PhP 150.00)		Statement of Compliance: _____																																		
SCHEDULE OF DELIVERY:		Statement of Compliance: _____																																		
<table><tr><th>List of Prospective Activity</th><th>Tentative Schedule</th></tr><tr><td>National Autism Acceptance Month</td><td>June 2025</td></tr><tr><td>PCG Disability and Separation Board Meeting</td><td>June 2025</td></tr><tr><td>HCGMED TWG Committee Meeting</td><td>June 2025</td></tr><tr><td>HCGMED Steering Committee Meeting</td><td>June 2025</td></tr><tr><td>HCGMED TOE Committee Meeting</td><td>June 2025</td></tr><tr><td>Gender Sensitivity Training</td><td>June 2025</td></tr><tr><td>Bloodletting Drive</td><td>June 2025</td></tr><tr><td>CGMED 2nd Quarter Command Conference</td><td>June 2025</td></tr><tr><td>PCG Special Drugs Board Meeting</td><td>June 2025</td></tr><tr><td>Proficiency Firing/Marksmanship of CGMED Personnel</td><td>July 2025</td></tr><tr><td>PCG Medical Board Meeting</td><td>July 2025</td></tr><tr><td>PWD Youth and Senior Citizen Activity</td><td>July 2025</td></tr><tr><td>Basic GAD Orientation</td><td>August 2025</td></tr><tr><td>Mental Health Symposium</td><td>August 2025</td></tr><tr><td>CGMED Anniversary D-Day</td><td>September 2025</td></tr><tr><td>CGMED Sportsfest for Females Chess and Volleyball</td><td>September 2025</td></tr></table>	List of Prospective Activity		Tentative Schedule	National Autism Acceptance Month	June 2025	PCG Disability and Separation Board Meeting	June 2025	HCGMED TWG Committee Meeting	June 2025	HCGMED Steering Committee Meeting	June 2025	HCGMED TOE Committee Meeting	June 2025	Gender Sensitivity Training	June 2025	Bloodletting Drive	June 2025	CGMED 2nd Quarter Command Conference	June 2025	PCG Special Drugs Board Meeting	June 2025	Proficiency Firing/Marksmanship of CGMED Personnel	July 2025	PCG Medical Board Meeting	July 2025	PWD Youth and Senior Citizen Activity	July 2025	Basic GAD Orientation	August 2025	Mental Health Symposium	August 2025	CGMED Anniversary D-Day	September 2025	CGMED Sportsfest for Females Chess and Volleyball	September 2025	
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CGMED 3rd Quarter Comm Conference	September 2025	
PCG Disability and Separation Board Meeting	September 2025	
Bloodletting Drive	September 2025	
Medical and Dental Mission for PWD and Elderly	September 2025	
PCG Special Drugs Board Meeting	September 2025	
Medical Admission Board Meeting	October 2025	
PWD Youth and Senior Citizen Activity	October 2025	
PCG Medical Board Meeting	October 2025	
PCG Disability and Separation Board Meeting	October 2025	
GAD Related Seminar The Anti Red Tape Law of 1997, & Safe Spaces Act- Anti-Sexual Harassment Act of 1995, & Expanded Anti-Trafficking in Persons (TIP) Act of 2022	November 2025	
18-Day Campaign to End Violence Against Women	November 2025	
<p>The end-user unit will notify to the winning supplier to confirm the delivery at least three (3) calendar days prior to the actual date of activity indicating the number of meals to be ordered, delivery place, date and time of delivery.</p>		
<p>AM and PM Snacks should NOT be the same.</p>		Statement of Compliance:
<p>The winning supplier shall:</p> <ul style="list-style-type: none"> A. Observe punctuality in food delivery. B. Provision of re-usable eco-friendly containers. Use of Styrofoam and single-use plastic containers shall not be allowed. C. The following schedule should be: <ul style="list-style-type: none"> Breakfast (Packed) 07:00 - 08:00 AM AM Snacks (Packed Meals) 09:30 – 10:00 AM Lunch (Packed) 11:30 AM - 12:00 PM PM Snacks (Packed) 02:30 - 03:00 PM D. Dispose waste properly by providing garbage bags for every delivery. E. Prepare monthly bills and document attachments for catering claims. F. In case of spoilage, the caterer should be amendable to: <ul style="list-style-type: none"> 1. Replace the spoiled food immediately, or 2. The total cost of the spoiled food will be deducted from the total contract price, or 3. Outright cancellation of contract, depending on the gravity of the intervention. G. In case of food poisoning, <ul style="list-style-type: none"> 1. There shall be an outright cancellation of the contract. 2. The caterer shall be outright blacklisted. 		<p>Statement of Compliance:</p> <hr/>

<p>delivery.</p> <p>E. Prepare monthly bills and document attachments for catering claims.</p> <p>F. In case of spoilage, the caterer should be amendable to:</p> <ol style="list-style-type: none"> 1. Replace the spoiled food immediately, or 2. The total cost of the spoiled food will be deducted from the total contract price, or 3. Outright cancellation of contract, depending on the gravity of the intervention. <p>G. In case of food poisoning,</p> <ol style="list-style-type: none"> 1. There shall be an outright cancellation of the contract. 2. The caterer shall be outright blacklisted. <p>The caterer shoulders the expenses in the hospitalization/medical treatment of the persons affected.</p>		<p>Statement of Compliance:</p> <hr/>
Delivery Period	Goods shall be delivered from June 2025 to December 2025 upon receipt of Notice to Proceed	<p>Statement of Compliance:</p> <hr/>
Delivery Place	CGMED Office, 139 25st Port Area Manila 1018 Manila	<p>Statement of Compliance:</p> <hr/>
Payment	<p>Partial Payment is allowed. Provided, such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations.</p> <p>The winning supplier shall submit its billing statement to the End-user unit monthly for the processing of partial payment subject to the partial/full acceptance in writing by the end-user and TIAC.</p>	<p>Statement of Compliance:</p> <hr/>
Inspection and Acceptance Parameters	<p>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),</p> <p>Only items in conformity with the required quantity and technical specifications shall be accepted.</p>	<p>Statement of Compliance:</p> <hr/>
Contact Person for Clarification regarding technical specifications	<p>CDR LUCIA AMYCEL T IGNACIO PCG TWG CHAIRMAN, CGMED Contact Number: 0969-511-2556 Email Address: cgmed4.logistics@gmail.com</p>	

Notes:

- 1) *No portion of the contract shall be sub-contracted ;*
- 2) *Price Quotation (unit and total prices) shall be rounded off up to two (2) decimal places*

SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF VARIOUS ACTIVITIES FOR FY 2025 OF O/CGMED			BEST OFFER/QUOTATION	
			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	
ITEMS	Unit	Qty	Unit Cost	Total Cost
Breakfast (Packed Meal)	pax	620		
AM Snacks (Packed Meal)	pax	298		
Lunch (Packed Meal)	pax	580		
PM Snacks (Packed Meal)	pax	105		
Grand Total Cost for	PhP _____			
Amount in words of Grand Total Cost for	_____			

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. In order to assure that patent or latent defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period one (1) year for non-expendable supplies or three (3) months for expendable supplies. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an

amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price. The said amounts shall only be released after the lapse of the warranty period; provided, however, that the Supplies/Equipment delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

12. 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