

PAMBANSANG PUNONGHIMPILAN 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: 20 February 2025 RFQ No.: RFQ-0225-039

ddress:	
lusiness/Mayor's Permit No.:	
TIN:	

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 MEETINGS AND CONFERENCES OF O/CG-14 FOR THE 1ST QUARTER FOR FY 2025 with an ABC ONE HUNDRED FIVE THOUSAND PESOS (Php 105,000.00) ONLY in accordance with Section 53.9 (Negotiated Procurement-Small Value Procurement) of the 2016 Revised Implementing and Regulations of Republic Act No. 9184.

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 four duly authorized representative not later than 24 February 2025 at 09:00 am at NHQHSSG Logistics National Headquarters Philippine Coast Guard 139 25th Street, Port Area 1018 Manila or email at <a href="mailto:https://html.ncbi.nlm.ncb

The following documents are likewise required to be submitted on the specified deadlines:

Documents	Deadline	Remarks			
Copy of Valid	Upon	In case not yet available, you may submit your			
Mayor's or		expired Business or Mayor's permit with Official			

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

		required to be submitted after award or contract but before payment.
Income/Business Tax Returns	Upon submission of Quotation	Latest Income Tax Return (Annual Income Tax of the Preceding Tax Year) or Business Tax Return (Value Added Tax or Percentage Tax Return covering the Previous six (6) months).
Notarized Omnibus Sworn Statement	Upon submission of Quotation	Please use the GPPB-prescribed format attached herein or downloadable through this link: https://www.gppb.gov.ph/downloadable-forms/#tab-61412

For any inquiries or clarifications, please contact the Headquarters Service Support Group Office at **0927-742-1645** with e-mail address hsgbac@gmail.com.

LTJG ZAIRA MARGARETTE R DE CHAVEZ PCG

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 <u>highly encouraged</u> 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 <u>only</u> 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:

1	SUPPLY AND DELIVERY OF THE CONDUCT OF MEETING CONFERENCES OF O/CG-10 QUARTER FOR FY 2025	Statement of Compliance Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.	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,			
2	Technical Specification:		10		11-14-04	Total Cost
	Item Description	Unit	Quantity	Please indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
		STATE OF THE PARTY	s and Co	nference		
	4 0 1	(F	acked Me	Statement of		
	Am Snacks Over Flowing Coffee with Creamer and Sugar 1 pc of Burger/Sandwich Any kind of Pancit/Pasta (At least 150g) 1 Soda or Juice (At least 500ml per Serving)	Pax	150	Compliance:		
	 1 Full Size Measuring Cup of Steamed Rice 1 Viand Meat (Beef), at least 100g per serving 1 Viand Chicken, at least 100g per serving Vegetables at least 100g per serving and dessert 1 Soda/Juice at least 	Pax	150	Statement of Compliance:		

500ml per	THE THIRT		Life in the service of	2000
Pm Snacks • Any kind of Pancit/Pasta (At least 150g) • 1 Pc of Burger/Sandwich • 1 Soda/Juice (At least 500ml per serving)	Pax	150	Statement of Compliance:	
*Provision of reusable contain plastic containers strictly proh dated 15 March 2025	ers and o ibited p	eco-friend ursuant t	dly utensils. Use of o NHQ-PCG/CG-1	Styrofoam and 14 SOP Nr. 06-24
Grand Total Cost	Php			
Amount in words of Grand	Total Co	ost for		Please indicate either
OTHER REQUIREMENTS	"Comply" or "Not Comply			
Delivery Period	tentativ End-us winnin calenda date of	hall be devely on Mer will co g supplier ar days pr activity.		
Delivery Place	Bachra Corner	ch Buildi	ng II 23 rd street Drive Port Area Office	Northwest Ample of the L
Payment	Payme comple accord quantit specific	nt shall be etion of de ance with y and tech cations ar ance in wi		
Inspection and Acceptance Parameters	The inspection and test shall be conducted at the Bachrach Building II 23 rd Street corner railroad drive port Area Manila at CG-14 Office, Manila by the enduser and the Technical Inspection and Acceptance Committee (TIAC). Only items in conformity with the required quantity and technical specifications shall be			
Contact Person for Clarification regarding technical specifications	accepted. ENS AILEEN D SISMAET PCG TWG CHAIRMAN, CG-14 Contact Number: 09756850466 Email Address: aileenlendhon@gma			il.com

- 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.
- 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. 24/7 Customer's Service and Technician in case of loss of internet.
- 8. 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
- 9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 10. The Philippine Coast Guard shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 11. 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.
- 12. Other terms and conditions relative to the project are provided in the attached Purchase Order/Service Contract.

Terms of Payr Payment shall after receipt of against the cre Payment Deta Banking Institu	be made thro billing. In cas ditor's accoun ils:	e of a	and B	Bank's LE s mainta	DDAP-ADA ined in othe	/Bank Tr er bank, l	ansfe bank t	r facility, with ransfer fees	in fift shall	een (1 be cha	(5) days argeable
Account Numb Account Nam	er	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.

Signature over Printed Name	-	
TIN:	5-2-4-7	
Position		
Company Represented		