



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: 14 April 2025

RFQ No.: RFQ-0325-122

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 PCG SYSTEM OF MANAGEMENT ACTIVITIES OF O/CG-15** with an ABC of **TWO HUNDRED FIFTY-EIGHT THOUSAND SEVEN HUNDRED FIFTY PESOS (Php 258,750.00) 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 in **manual submission, not later than 17 April 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 updated valid Mayor's or Business Permit shall be required to be submitted after

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

		award of 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 download through this link: <u>07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx</u>

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

Name of Project: SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF PCG SYSTEM OF MANAGEMENT ACTIVITIES OF O/CG-15			
ITEMS	Unit	Qty	Statement of Compliance (Please fill up each row with either: "Comply" or "Not Comply")
POM MAJOR ISSUE DEFINITION (22 April 2025)			
AM SNACKS- Packed Meals <ul style="list-style-type: none">1 Sandwich/pasta atleast 150g per serving1 glass of juice drinks 200ml	Pax	15	Statement of Compliance: _____
LUNCH- Packed Meals <ul style="list-style-type: none">1 Viand chicken /fish atleast 100g each1 Vegetables atleast 100g1 Glass of juice drinks atleast 200ml	Pax	15	Statement of Compliance: _____
PM SNACKS- Packed Meals <ul style="list-style-type: none">1 Sandwich/pasta atleast 150g per serving1 glass of juice drinks atleast 200ml	Pax	15	Statement of Compliance: _____
POM MAJOR ISSUE RESOLUTION (24 April 2025)			
AM SNACKS- Packed Meals <ul style="list-style-type: none">1 Sandwich/pasta atleast 150g per serving1 glass of juice drinks 200ml	Pax	15	Statement of Compliance: _____
LUNCH- Packed Meals <ul style="list-style-type: none">1 Viand chicken /fish atleast 100g each1 Cup of steamed rice atleast 150g1 Glass of juice drinks atleast 200ml	Pax	15	Statement of Compliance: _____
PM SNACKS- Packed Meals <ul style="list-style-type: none">1 Sandwich/pasta atleast 150g per serving1 glass of juice drinks atleast 200ml	Pax	15	Statement of Compliance: _____
PREPARATORY MEETINGS FOR STRATEGIC ASSESSMENT (28-30 APRIL 2025)			
AM SNACKS- Packed Meals <ul style="list-style-type: none">1 Sandwich/pasta atleast 150g per serving1 glass of juice drinks 200ml	Pax	45	Statement of Compliance: _____

LUNCH- Packed Meals <ul style="list-style-type: none"> • 1 Viand chicken /fish atleast 100g each • 1 Cup of steamed rice atleast 150g • 1 Glass of juice drinks atleast 200ml 	Pax	45	Statement of Compliance: _____
PM SNACKS- Packed Meals <ul style="list-style-type: none"> • 1 Sandwich/pasta atleast 150g per serving • 1 glass of juice drinks atleast 200ml 	Pax	45	Statement of Compliance: _____
JPBAC REVIEW OF THE PROGRAM OBJECTIVE MEMORANDUM (05-07 May 2025)			
AM SNACKS- Plated Meals <ul style="list-style-type: none"> • 1 Sandwich/pasta atleast 150g per serving • 1 glass of juice drinks 200ml 	Pax	150	Statement of Compliance: _____
LUNCH- Plated Meals <ul style="list-style-type: none"> • 2 Viand Beef/chicken /fish atleast 100g each • 1 Vegetables atleast 100g • 1 Glass of juice drinks atleast 200ml 	Pax	150	Statement of Compliance: _____
PM SNACKS- Plated Meals <ul style="list-style-type: none"> • 1 Sandwich/pasta atleast 150g per serving • 1 glass of juice drinks atleast 200ml 	Pax	150	Statement of Compliance: _____
ENCODING OF THE POM TO THE FOCIS (12-16 MAY 2025)			
AM SNACKS- Plated Meals <ul style="list-style-type: none"> • 1 Sandwich/pasta atleast 150g per serving • 1 glass of juice drinks 200ml 	Pax	150	Statement of Compliance: _____
LUNCH- Packed Meals <ul style="list-style-type: none"> • 2 Viand Beef/chicken /fish atleast 100g each • 1 Cup of steamed rice atleast 150g • 1 Glass of juice drinks atleast 200ml 	Pax	150	Statement of Compliance: _____
PM SNACKS- Plated Meals <ul style="list-style-type: none"> • 1 Sandwich/pasta atleast 150g per serving • 1 glass of juice drinks atleast 200ml 	Pax	150	Statement of Compliance: _____
ASSISSTANCE IN CONDUCTING THE STRATEGIC ENVIRONMENT (19-23 May 2025)			
AM SNACKS- Plated Meals <ul style="list-style-type: none"> • 1 Sandwich/pasta atleast 150g per serving • 1 glass of juice drinks 200ml 	Pax	150	Statement of Compliance: _____

LUNCH- Plated Meals <ul style="list-style-type: none"> • 2 Viand Beef/chicken /fish atleast 100g each • 1 Cup of steamed rice atleast 150g • 1 Glass of juice drinks atleast 200ml 	Pax	150	Statement of Compliance: _____														
PM SNACKS- Plated Meals <ul style="list-style-type: none"> • 1 Sandwich/pasta atleast 150g per serving • 1 glass of juice drinks atleast 200ml 	Pax	150	Statement of Compliance: _____														
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 amounts: 1. AM Snacks- Packed Meals/Plated Meals: One Hundred Pesos Only (Php100.00) 2. Lunch- Packed Meals: Two Hundred Fifty Pesos Only (Php250.00) 3. Lunch- Plated Meals: Three Hundred Pesos Only (Php300.00) 4. PM Snacks- Packed Meals/Plated Meals: One Hundred Pesos Only (Php100.00)																	
SCHEDULE OF DELIVERY: <table border="1"> <thead> <tr> <th>List of Prospective Activity</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>POM MAJOR ISSUE DEFINITION</td> <td>22 April 2025</td> </tr> <tr> <td>POM MAJOR ISSUE RESOLUTION</td> <td>24 April 2025</td> </tr> <tr> <td>PREPARATORY MEETINGS FOR STRATEGIC ASSESSMENT</td> <td>28-30 APRIL 2025</td> </tr> <tr> <td>JPBAC REVIEW OF THE PROGRAM OBJECTIVE MEMORANDUM</td> <td>05-07 May 2025</td> </tr> <tr> <td>ENCODING OF THE POM TO THE FOCIS</td> <td>12-16 May 2025</td> </tr> <tr> <td>ASSISSTANCE IN CONDUCTING THE STRATEGIC ENVIRONMENT</td> <td>19-23 May 2025</td> </tr> </tbody> </table>			List of Prospective Activity	Schedule	POM MAJOR ISSUE DEFINITION	22 April 2025	POM MAJOR ISSUE RESOLUTION	24 April 2025	PREPARATORY MEETINGS FOR STRATEGIC ASSESSMENT	28-30 APRIL 2025	JPBAC REVIEW OF THE PROGRAM OBJECTIVE MEMORANDUM	05-07 May 2025	ENCODING OF THE POM TO THE FOCIS	12-16 May 2025	ASSISSTANCE IN CONDUCTING THE STRATEGIC ENVIRONMENT	19-23 May 2025	
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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.																	
AM and PM Snacks should NOT be the same																	
The winning supplier shall: <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 observed: AM snacks - 09:30 AM - 10:00 AM Lunch - 11:30 AM - 12:00 PM 																	

PM Snacks - 02:30 PM - 03:00 PM

Dinner- 06:00 PM - 06:30 PM

- d. Dispose waste properly by providing garbage bags every delivery;
- e. Prepare monthly bills and document attachments for catering claims;
- f. In case of spoilage, the caterer should be amenable to:
 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,
 1. There shall be an outright cancellation of contract.
 2. The caterer shall be outright blacklisted.
3. The caterer shall shoulder the expenses in the hospitalization/medical treatment of those persons affected

Submission of Updated Tax Clearance	The winning supplier shall submit its updated tax clearance PRIOR to contract signing pursuant to BIR Revenue Regulations No. 017-2024 requiring all entities who have existing contracts with the government to present their updated tax clearance prior to the final settlement of the contract.	
Submission of Performance Security	Not Required	
Delivery Period	Goods shall be delivered upon receipt of Notice to Proceed in accordance with the delivery schedule.	
Delivery Place	Bachrach Building 2 Port Area Manila at CG-15 Office	
Payment	Payment shall be processed upon completion of delivery in accordance with the required quantity and technical specifications and subject to the acceptance in writing by the end-user	
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>	
Contact Person for Clarification regarding technical specifications	ENS JEWEL MAY S CORTEZ PCG TWG CHAIRMAN CG-15 Contact Number: 09278573734 Email Address: cg15@coastguard.gov.ph	

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

II. FINANCIAL QUOTATION

SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF PCG SYSTEM OF MANAGEMENT ACTIVITIES OF O/CG-16

TECHNICAL SPECIFICATIONS AND/OR SCOPE OF WORK			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
AM SNACKS- Packed Meals	Pax	75		
AM SNACKS- Plated Meals	Pax	450		
LUNCH- Packed Meals	Pax	75		
LUNCH- Plated Meals	Pax	450		
PM SNACKS- Packed Meals	Pax	75		
PM SNACKS- Plated Meals	Pax	450		
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

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members [Name of Bidder] is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon with no. _____ issued on ____ at ____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____, _____

IBP No. _____, _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____