



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
National Headquarters Philippine Coast Guard  
**NATIONAL HEADQUARTERS AND HEADQUARTERS SERVICE SUPPORT GROUP**  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

**REQUEST FOR QUOTATION**

Date: **24 April 2025**

RFQ No.: **RFQ-0425-204**

Name of Company/Business Name<sup>1</sup>: \_\_\_\_\_

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

Business/Mayor's Permit No.: \_\_\_\_\_

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

PhilGEPS Registration Number (required)<sup>2</sup>: \_\_\_\_\_

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 Drinking Water of Various Offices of NHQ-PCG Classified into Two (2) Lots (Second Posting)** in accordance with **Section 34 (Small Value Procurement)** of the Implementing and Regulations of Republic Act No.12009 with an ABC of:

LOT NO.	APPROVED BUDGET FOR THE CONTRACT (ABC)
LOT 1	Php 699,200.00
LOT 2	Php 708,000.00
<b>TOTAL ABC</b>	<b>ONE MILLION FOUR HUNDRED SEVEN THOUSAND TWO HUNDRED PESOS (PHP1,407,200.00)</b>

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 28 April 2025 at 08:00 am at NHQHSSG Logistics National Headquarters Philippine Coast Guard 139 25<sup>th</sup> Street, Port Area 1018 Manila.**

<sup>1</sup> 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.

<sup>2</sup> Copy of PhilGEPS Certificate of Registration and Membership (Platinum or Red membership) shall be submitted as well along with the accomplished RFQ

All envelopes shall:

- a. contain the name of the project in capital letters;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the BAC with the following details:

**NATIONAL HEADQUARTERS AND HEADQUARTERS SERVICE SUPPORT GROUP - BIDS AND AWARDS COMMITTEE (BAC)**

- d. bear the RFQ Number; and
- e. bear a warning "DO NOT OPEN BEFORE 28 April 2025 08:00 am"

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 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: <a href="#">07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx</a>

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

<b>Name of Project:</b> <b>Supply and Delivery of Drinking Water of Various Offices of NHQ-PCG</b> <b>Classified into Two (2) Lots (Second Posting)</b>			
<b>ITEMS</b>	<b>Unit</b>	<b>Qty</b>	<b>Statement of Compliance</b> <i>(Please fill up each row with either: "Comply" or "Not Comply")</i>
<b>Lot 1</b>			
<b>O/CG-2</b>			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"><li>• Context: Five (5) gallons of purified drinking water per round container;</li></ul> <b>Provisions:</b> <ul style="list-style-type: none"><li>• Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li><li>• Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li><li>• Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li></ul>	Gal	1,200	

O/CG-5			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least two (2) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	675	
O/CG-7			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least two (2) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	750	
O/CG-8			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	3,383	



O/CG-9			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least nine (9) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	1,250	
O/CG-10			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least nine (9) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	2,772	
O/CGAO			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	1,350	

O/CGLLA			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least two (2) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	720	
O/CMCPO			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least two (2) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplies</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	880	
O/CG-6			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least eleven (11) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	4,500	



LOT 2			
O/DCO			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	960	
O/CG-12			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	1,750	
O/PCGCC			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	1,800	

O/CGPAS			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	1,250	
O/CGDS			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least eleven (11) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	3,285	
O/CGDD			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least eight (8) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	2,397	



O/HSSG			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	3,543	
O/CCGS			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least four (4) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> <li>Shape and quality of bottle: Round and poly carbonated resin type with seal cap</li> </ul>	Gal	1,755	
O/DCA			
<b>Purified Drinking Water</b> <ul style="list-style-type: none"> <li>Context: Five (5) gallons of purified drinking water per round container;</li> </ul> <b>Provisions:</b> <ul style="list-style-type: none"> <li>Free use of at least two (2) unit operational hot and cold water dispenser including repair maintenance. A back-up unit shall be available as replacement in case of repair</li> <li>Free sanitation, maintenance and repair of dispenser at the expense of the supplier</li> </ul> Shape and quality of bottle: Round and poly carbonated resin type with seal cap	Gal	960	

OTHER REQUIREMENTS		Please indicate either: "Comply" or "Not Comply"
<b>Other Terms and Conditions</b>	<ul style="list-style-type: none"> <li>• Clear, clean, odorless and dent free containers of water</li> <li>• Supplier must comply with the requirements for the number of osmosis stage where the water station is located</li> <li>• Supplier must be compliant with the rules and regulations of the Department of Health for water refilling stations</li> <li>• Sanitation of dispenser every three (3) months</li> <li>• Supplier must submit monthly water test result based on ISO standards (ISO:17025)</li> </ul>	
<b>Submission of Updated Tax Clearance</b>	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.	
<b>Submission of Performance Security</b>	Not Required	
<b>Delivery Period</b>	All items shall be delivered within Two Hundred Seventy-Four (274) Calendar Days upon receipt of Notice to Proceed	
<b>Delivery Place</b>	<p>Lot 1: Bachrach Building 23<sup>rd</sup> St. Port Area 1018 Manila</p> <p>Lot 2: National Headquarters, Philippine Coast Guard, NHQ-HSSG Office 139 25th St. Port Area, 1018 Manila</p>	
<b>Payment</b>	<p>Partial Payment is Allowed.</p> <p>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</p>	
<b>Inspection and Acceptance Parameters</b>	<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>	
<b>Contact Person for Clarification regarding technical specifications</b>	<p>LTJG GLENN PAUL A LUPNACAN PCG TWG CHAIRMAN, NHQ and HSSG Contact Number: 0963-223-0665 Email Address: hsgbac@gmail.com</p>	

**Notes:**

- 1) *Partial bid is allowed. The Project shall be awarded as One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.;*
- 2) *Price Quotation (unit and total prices) shall be rounded off up to two (2) decimal places*



## II. FINANCIAL QUOTATION

Supply and Delivery of Drinking Water of Various Offices of NHQ-PCG Classified into Two (2) Lots (Second Posting)				
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
<b>LOT 1</b>				
Purified Drinking Water	Gal	17,480		
<b>Grand Total Cost for</b>	PhP _____			
<b>Amount in words of Grand Total Cost for</b>	_____			

Supply and Delivery of Drinking Water of Various Offices of NHQ-PCG Classified into Two (2) Lots (Second Posting)				
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
<b>LOT 2</b>				
Purified Drinking Water	Gal	17,700		
<b>Grand Total Cost for</b>	PhP _____			
<b>Amount in words of Grand Total Cost for</b>	_____			



**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