



**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: **14 March 2025**  
RFQ No.: **RFQ-0325-116**

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 MEALS FOR THE CONDUCT OF 1<sup>st</sup> QUARTER VARIOUS ACTIVITIES OF O/CG-5** with an ABC of **THREE HUNDRED TEN THOUSAND TWO HUNDRED FIFTY PESOS (PHP 310,250.00) 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 your duly authorized representative **not later than 17 March 2025 at 09:00 am** at **NHQ and HSSG Logistics National Headquarters Philippine Coast Guard 139 25<sup>th</sup> Street Port Area 1018 Manila** or email at [\*\*hsqbac@gmail.com\*\*](mailto:hsqbac@gmail.com).

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

Documents	Deadline	Remarks
Copy of valid 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 <b>after award of contract but before payment</b> .

<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

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).
Tax Clearance	Before Award of Contract	Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
Notarized Omnibus Sworn Statement	Upon submission of Quotation	Please use the GPPB-prescribed format attached herein or downloadable through this link: <a href="https://www.gppb.gov.ph/downloadable-forms/#tab-61412">https://www.gppb.gov.ph/downloadable-forms/#tab-61412</a>

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

  
**LTJG ZAIRA MARGARETTE R DE CHAVEZ PCG**  
 Chairman 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.

1	<b>SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF 1<sup>st</sup> QUARTER VARIOUS ACTIVITIES OF O/CG-5</b>			<b>Statement of Compliance</b>  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.	<b>Best Offer / Quotation</b>  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	<b>Technical Specification:</b>					
	<b>Item Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Please indicate either: "Comply" or "Not Comply"</b>	<b>Unit Cost</b>	<b>Total Cost</b>
	<b>SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF 1<sup>st</sup> QUARTER VARIOUS ACTIVITIES OF O/CG-5 (VVIP)</b>					
	Buffet, Lunch/Dinner (VVIP) <ul style="list-style-type: none"> <li>• Cup of Rice</li> <li>• One (1) Vegetable 200g</li> <li>• One (1) Meat (Beef/Chicken/Fish) 200G</li> <li>• Dessert (Fresh Fruits/Brownies/Leche Flan) 200g</li> <li>• Juice/Water 350ml</li> </ul> Inclusion <ul style="list-style-type: none"> <li>• Tables and Chairs</li> <li>• Plates and Utensils</li> <li>• Table Napkin</li> <li>• Water Dispenser</li> <li>• Flowing Coffee</li> </ul>	pax	40	<b>Statement of Compliance:</b> <hr/>		

<b>Buffet, AM/PM Snacks (VVIP)</b> <b>Choice of:</b> <ul style="list-style-type: none"> <li>• Pasta (White/Red Sauce) 150g</li> <li>• Pastries/Kakanin/Cookies 150g</li> <li>• Mixed Fresh Fruits 150g</li> <li>• Soda/Juice/Coffee/Water 350ml</li> </ul> <b>Inclusion</b> <ul style="list-style-type: none"> <li>• Tables and Chairs</li> <li>• Plates and Utensils</li> <li>• Table Napkin</li> <li>• Water Dispenser</li> <li>• Flowing Coffee</li> </ul>	pax	200	Statement of Compliance: _____		
<b>Packed Lunch VVIP</b> <ul style="list-style-type: none"> <li>• 1 Cup of Rice</li> <li>• 1 Vegetable</li> <li>• 1 Meat (Beef/Chicken) 150g</li> <li>• Dessert (Fresh Fruits/Brownies) 150g</li> <li>• Juice/Water 350ml</li> </ul>	pax	60	Statement of Compliance: _____		
<b>SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF 1<sup>st</sup> QUARTER VARIOUS ACTIVITIES OF O/CG-5 (PCG Personnel)</b>					
<b>Packed AM/PM Snacks</b> <b>Choice of:</b> <ul style="list-style-type: none"> <li>• 1 Pancit (Pancit Malabon/Miki Bihon/Palabok) at least 100g</li> <li>• 1 Kakanin/Sandwiches 100g</li> <li>• 1 Sliced Leche Flan 100g</li> <li>• Soda/Coffee/Juice/Water 350ml</li> </ul>	Pax	515	Statement of Compliance: _____		
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<b>Grand Total Cost for</b>			<b>PHP</b> _____		



<b>Amount in words of Grand Total Cost for</b>		<hr/> <hr/>																
<b>OTHER REQUIREMENTS</b>		<b>Please indicate either: “Comply” or “Not Comply”</b>																
<p>The financial offer for the packed meals and/or catering services shall not exceed the following amount:</p> <p>1. Buffet, Lunch/Dinner, (Buffet) - VVIP : Two Thousand Pesos Only (PhP 2000.00)</p> <p>2. Buffet, AM/PM Snacks, (Buffet) - VVIP: Five Hundred Pesos Only (PhP 500)</p> <p>3. Lunch (Packed)- VVIP : Five Hundred Pesos Only (PhP 400.00)</p> <p>4. Packed AM/PM Snacks (Packed)- PCG Personnel: One Hundred Fifty Pesos Only (PhP 150.00)</p> <p>5. Lunch (Packed)- PCG Personnel: Four Hundred Pesos Only (PhP 400.00)</p> <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>Statement of Compliance:</p> <hr/>																
<b>SCHEDULE OF DELIVERY:</b> <table border="1"> <thead> <tr> <th>List of Prospective Activity</th> <th>Tentative Schedule</th> </tr> </thead> <tbody> <tr> <td>1. Supply and Delivery of Meals Welcome Ceremony and PCG Hosted Activities</td> <td>March 2025</td> </tr> <tr> <td>2. Supply and Delivery of Meals during Courtesy Call of International Delegates</td> <td>March 2025</td> </tr> <tr> <td>3. Side Boys, Provost Marshall and Other Working Parties</td> <td>March 2025</td> </tr> <tr> <td>4. Supply and Delivery of Meals (AM/PM Snacks Packed) for Coordinating Meetings</td> <td>March 2025</td> </tr> <tr> <td>5. Supply and Delivery of Meals (AM/PM Snacks Packed) for Coordinating Meetings</td> <td>March 2025</td> </tr> <tr> <td>6. Supply and Delivery of Meals for Women's Month Celebration</td> <td>March 2025</td> </tr> <tr> <td>7. Supply and Delivery of Meals for Sports/Mental Health/Wellness</td> <td>March 2025</td> </tr> </tbody> </table> <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>		List of Prospective Activity	Tentative Schedule	1. Supply and Delivery of Meals Welcome Ceremony and PCG Hosted Activities	March 2025	2. Supply and Delivery of Meals during Courtesy Call of International Delegates	March 2025	3. Side Boys, Provost Marshall and Other Working Parties	March 2025	4. Supply and Delivery of Meals (AM/PM Snacks Packed) for Coordinating Meetings	March 2025	5. Supply and Delivery of Meals (AM/PM Snacks Packed) for Coordinating Meetings	March 2025	6. Supply and Delivery of Meals for Women's Month Celebration	March 2025	7. Supply and Delivery of Meals for Sports/Mental Health/Wellness	March 2025	
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	Statement of Compliance:	
	AM and PM Snacks should NOT be the same.	
	<p>The winning supplier shall:</p> <p>A. Observe punctuality in food delivery.</p> <p>B. Provision of re-usable eco-friendly containers. Use of Styrofoam and single-use plastic containers shall not be allowed.</p> <p>C. The following schedule should be:</p> <p>AM Snacks (Buffet/Packed): 9:30AM-10:00AM</p> <p>Lunch (Buffet/Packed)-11:30 AM - 12:00 PM</p> <p>PM Snacks (Buffet/Packed) 02:30 PM - 03:00 PM</p> <p>Dinner (Buffet) ) 06:30-7:30 PM</p> <p>D. Dispose waste properly by providing garbage bags for every 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"> <li>1. Replace the spoiled food immediately, or</li> <li>2. The total cost of the spoiled food will be deducted from the total contract price, or</li> <li>3. Outright cancellation of contract, depending on the gravity of the intervention.</li> </ol> <p>G. In case of food poisoning,</p> <ol style="list-style-type: none"> <li>1. There shall be an outright cancellation of the contract.</li> <li>2. The caterer shall be outright blacklisted.</li> </ol> <p>The caterer shoulders the expenses in the hospitalization/medical treatment of the persons affected.</p>	
	<b>Delivery Period</b>	Delivery may commence for sixty (31) CD upon receipt of Notice to Proceed
	<b>Delivery Place</b>	Bachrach Building I 23 <sup>rd</sup> Street Corner Railroad Drive Port Area Manila at CG-5 Office
	<b>Payment</b>	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.
	<b>Inspection and Acceptance Parameters</b>	<p>The inspection and test shall be conducted at Bachrach Building I 23<sup>rd</sup> Street Corner Railroad Drive Port Area Manila at CG-5 Office 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>	<b>LTJG SHANE A LABASTIDA PCG</b> TWG CHAIRMAN, CG-5 Contact Number: 09628401603 Email Address: shanelabastida@gmail.com
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**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. 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 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