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: 19 March 2025
RFQ No.: RFQ-0325-129

Name of Company/Business Name[1]: _____

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 **RENTAL OF PHOTOCOPIER MACHINE FOR O/CGLLA (SECOND POSTING)** with an ABC of **EIGHTY-NINE THOUSAND TWO HUNDRED EIGHTY PESOS (PHP 89,280.00) 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 24 March 2025 at 09:00 am at NHQHSSG Logistics National Headquarters Philippine Coast Guard 139 25th Street, Port Area 1018 Manila** or email at ***hsgbac@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 Valid Mayor's or Business Permit shall be required to be submitted **after award of contract but before payment.**

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[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

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: https://www.gppb.gov.ph/downloadable-forms/#tab-61412

For any inquiries or clarifications, please contact the Headquarters Service Support Group Office at **0963-223-0665** with e-mail address 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	RENTAL OF PHOTOCOPIER MACHINE FOR O/CGLLA (SECOND POSTING)	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.	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,

2 **Technical Specification:**

Item Description	Unit	Quantity	Unit Cost	Total Cost
Rental of Photocopier Machine for O/CGLLA (SECOND POSTING)				
Photocopier Machine Must have the following functionality: **HEAVY DUTY COPIER/NETWORK PRINTER & SCANNER** • Print (Black and White) • Copy (Black and White) • Full Color Network Scanner (To Email, To Network Folder, To Desktop) **Print Capabilities:** • 26/31 Copies/Print per Minute • 2 in 1,4 in 1 Copying & Printing • Printer Resolution: 1,200 x 600 dpi | 600 x 600 dpi • Paper Size: Min A6, short, A4, 8½ x 13, Legal, 11x17, Max. up to A3 • 1,100 Sheets paper Capacity ([500 X2trays] + [100 x1 byPass tray]) • Duplex (Back to Back Copying/Printing) • Electronic Sorting	Month	10		

• Zoom Range: 25- 400% **Scanning Capabilities:** • Scan Speed: 56 originals per minute • Full Color Network Scanner (to email, to network Folder, to desktop) **Other Requirements:** • Free Consumables like Toner, Developer Drum • Free Spare Parts Replacement (Except Exterior) • Free Delivery and Installation				
Grand Total Cost for	*Php*_____			
Amount in words of Grand Total Cost for	_____ _____			

OTHER REQUIREMENTS	**Please indicate either: "Comply" or "Not Comply**
Delivery Period: A. Lease of Colored Printer: **Supply, Delivery, and Installation of heavy-duty ink-tank colored printer** • Within Fifteen (15) Calendar Days upon receipt of the Notice to Proceed (NTP) B. **Provision of printer's ink refills and provision of technical support/ repair/ maintenance/ service unit** • Within Twenty-Four (24) hours upon receipt of written/verbal notice from the End-User Unit (CGLLA) C. **Submission of Monthly Maintenance schedule** • Within Three (3) working days upon delivery and installation of printers D. **Submission of Warranty Certificate** • Within Three (3) working days upon acceptance of the End-User Unit (CGLLA)	**Statement of Compliance:** _____

	Performance Criteria • The contract may be subject to renewal prior to its expiration subject to the provisions, procedures and requirements provided under GPPB Resolution No. 06-2022 and Appendix 21 of the 2016 revised IRR of of RA 9184 specifically the conduct of Cost Benefit Analysis and Performance Evaluation using the mandatory performance criteria. • At any time after the mid-point of the contract duration. The CGLLA shall conduct a Performance Evaluation to evaluate the performance of the service provider for possible renewal of its contract based on the mandatory performance criteria provided below **Performance Criteria** Conformity of Technical Requirements Timeliness in the Delivery of Services Behavior of Personnel (Courteous, Professional, and Knowledgeable) Response to Complaints Compliance with set office policies for such services **Total Performance Rating**		
	Delivery Place	CGLLA Office, Bachrach Bldg. I, 23rd St., corner Railroad Dr, Port Area, Manila	**Statement of Compliance:**
	Payment	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. 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.	**Statement of Compliance:**
	Inspection and Acceptance Parameters	The inspection and test shall be conducted at the CGLLA Office, Bachrach Bldg. I, 23rd St., corner Railroad Dr, Port Area, Manila by the	**Statement of Compliance:**

		end-user and the Technical Inspection and Acceptance Committee (TIAC). Only items in conformity with the required quantity and technical specifications shall be accepted.	
	Contact Person for Clarification regarding technical specifications	P/ENS JAMES JR E MANGENTE PCG TWG CHAIRMAN, CGLLA Contact Number: 09672431547 Email Address: cgllalogistics@gmail.com	

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 Blds 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