



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: **04 April 2025**

RFQ No.: **RFQ-0425-186**

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 OFFICE EQUIPMENT OF O/HSSG FOR FY 2025** with an ABC of **ONE MILLION THIRTY-ONE THOUSAND SEVEN HUNDRED SEVENTY-FOUR PESOS (PHP1,031,774.00) 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 **(1) sealed bid envelopes, not later than 07 April 2025 at 08:00 am at NHQHSSG Logistics National Headquarters Philippine Coast Guard 139 25th Street, Port Area 1018 Manila.**

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)

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

- d. bear the RFQ Number; and
- e. bear a warning "DO NOT OPEN BEFORE 07 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	None
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: 07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx

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

Name of Project: SUPPLY AND DELIVERY OF OFFICE EQUIPMENT OF O/HSSG FOR FY 2025				
ITEMS	Unit	Qty	Statement of Compliance (Please fill up each row with either: "Comply" or "Not Comply")	Brand Offered (Please indicate the brand to be offered)
Staff Chair <i>Specifications:</i> <ul style="list-style-type: none">Width: approx 65 cmDepth: approx 55 cmHeight: approx 92 cmSeat Height: approx 44 cmWeight Capacity: at least 150 kilograms Materials <ul style="list-style-type: none">Seat & Backrest: Plywood + Foam covered with mesh fabric (Color: Metallic Silver and Black Mesh)Armrest: Polypropylene (Pp) plasticFrame & and Leg: Metal Tube in chrome plating finish	pcs	30		
Coffee/Center Table <i>Specifications:</i> <ul style="list-style-type: none">Dimension: Main Table: approx 700mm Diameter x 450mm HtStructure: MelamineFinish: HPL Laminated (Color: White and Wood Finish)Top: at least 25mm thick boardSidings in 2mm PVC edge band Machine PressedLegs: Solid wood in varnish or Duco finishMax Weight Capacity: at least 50 Kg	pc	1		

Digital Microwave Oven <i>Specifications:</i> <ul style="list-style-type: none"> • Inside Dimension: (WxHxD) at least 330x211x324 mm • Display Type: Digital Control • Power Source: at least 230V/60Hz • Power Wattage: 1200 W • Capacity: at least 23L • Countertop Microwave Oven • Cord length: 1m • Display Type: LED Materials <ul style="list-style-type: none"> • Stainless Steel • Mirror glass finish 	pc	1		
Office Table <i>Specifications:</i> <ul style="list-style-type: none"> • Wooden Table with Drawers and MDF Board (Laminated) • Size: Dimension: approx L36" W18" • 2 Drawers with keys and lock • Color: Choco 	pcs	4		
Sofa Set <i>Specifications:</i> <ul style="list-style-type: none"> • 3 Seater • Width: approx 189 cm • Depth: approx 85 cm • Height: approx 83 cm • Seat Type: Fixed Seat Cushion • Back Type: Fixed Backed Cushion • Vacuum clean • Wipe with a damp cloth Materials <ul style="list-style-type: none"> • Frame: Plywood & Gmelina wood • Fixed Seat Cushion: Polyurethane foam • Fixed Back Cushion: Polyester fiber • Fabric: 100% Polyester • Color: Gray or Brown 	set	2		

Executive Cabinet <i>Specifications:</i> <ul style="list-style-type: none"> • 3 Door Filing CABINET • Length: approx 1500mm" • Depth: approx 100mm" • Height: approx 2000mm" • Color: Ash White and Black • Material: Wood 	pcs	1		
Office Refrigerator Inverter <i>Specifications:</i> <ul style="list-style-type: none"> • 8.6 cu .ft., Inverter Top Freezer Refrigerator • Frost Free Cooling System • Eco-friendly • Fully Automatic Defrost System • Superior Energy Savings (5-Star Refrigerator-Freezer) • Fresh Safe for Vegetable Case • Jumbo Freezer with Ag Filter • Tempered Shelves • Two-Door Flat Panel Image • Removable Ice Box • AG Clean (deactivates 99.9% mold & bacteria) • LED Lighting • Door Color: Obsidian Black (Matte Finish) • Dimension: at least L62 x W54 x H146.5 (cm) 	pc	1		
Air Cooler <i>Specifications:</i> <ul style="list-style-type: none"> • Power: 310 watts • Heavy Duty type 3 Speed powerful airflow at 7,500m3/h with 3 sides cooling pad for 50-60sqm area • Water tank capacity: at least 60 liters • Color: off-white gray accent • Dimension: approx (L)34"x(W)19"X(H)54" 	pcs	4		

Heavy Duty Industrial Fan <i>Specifications:</i> <ul style="list-style-type: none"> • Fan Size: 26" (660mm) diameter • Blade: 3 Leaf Aluminum • Power: 250 - 280W • Air Volume: approx 205m3/min • Voltage: 220-240V • Frequency: 50/60Hz • Cord: 0.75mm2 • Fan speed: 1200RPM • Base: Solid X-Base (Cast Iron) • 3 Speed Setting • Adjustable Height: minimum 160cm • With Built-in Thermal Cut-off Fuse • Low Noise 	pcs	6		
Coffee Peculator <i>Specifications:</i> <ul style="list-style-type: none"> • Color: Silver • Capacity: at least 14.5 Liter (Serves up to 90 cups) • Materials: Double-layer stainless steel wall insulated tank • With boil dry protection switch • High-quality stainless-steel lid with lock • With an internal water gauge • Multi-function electric urn for tea, milk, water, and other hot beverages. • Power Source: 220V/1650Watts 	pcs	2		
Rice Cooker <i>Specifications:</i> <ul style="list-style-type: none"> • Capacity: at least 10 Liters or 50 cups • Rated Voltage: 230V • Rated Frequency: 60Hz • Output Power: 2650W • Unit Dimension: at least 230x170x170mm 	pcs	2		

<ul style="list-style-type: none"> • Automatic switch with keep warm function • Detachable Power Chord • With Aluminum Steamer, Stainless Lid and Measuring Cup • With Built-in Thermal Cut-off Fuse 				
<p>Tornado Mist Fan</p> <p><i>Specifications:</i></p> <ul style="list-style-type: none"> • 26 inches industrial powerful mist fan • Adjustable misting system: approx 5 Liters per hour • With Independent power switch • With Speed Control Switch • Power: 300 watts • Water tank capacity: at least 48 Liters • Dimensions: at least (L)29" x (W)24" x (H)75" inches • Color: Black • With wheels <p>Materials:</p> <ul style="list-style-type: none"> • Blades: 3 Blades Aviation Polymer • Water tank: Polyethylene 	pcs	8		
<p>Vertical Filing Cabinets w/ Safety Box</p> <p><i>Specifications:</i></p> <ul style="list-style-type: none"> • 4-Drawer Vertical Filing Cabinet with Safety Box with keys • Anti-Tilt Lock Mechanism/ KD • With Steel Handle Lock • Compatible with A4, FC, letter, and legal-size files • Color: Gray • Dimensions: approx 46(W)x62(D)x134(H)cm <p>Materials:</p> <ul style="list-style-type: none"> • Thickness: approx 0.5-1.0mm • Finish: Electrostatic Powder Coating 	pcs	4		

<ul style="list-style-type: none"> Material: Heavy gauge cold-rolled steel plate Pre-treatment: Water wash, Chemical wash, Phosphating 				
Wooden Gavel and Sound Block Set <i>Specifications:</i> <ul style="list-style-type: none"> Head Material: Wood Hand Material: Wood Product Dimensions: approx 10.35"L x 3.1"W x 1.77"Th (26.3 x 7.9 x 4.5 cm) Item Weight: approx 0.36 Kilograms Color: Wood Varnish 	set	1		
Multi-Function Floor Polisher <i>Specifications:</i> <ul style="list-style-type: none"> Weight: approx 21 kilograms Underside Size: approx 33cm w/ bumper Handle Size: approx 1m adjustable Cord: approx 13.5m Royal Cord Motor: 1/3 HP 220V 60 Cycles Brush Speed: minimum 190 RPM Power Consumption: 0.248kw/248 watts Applicable in Tiles, Rough Surface, Inclusions: <ul style="list-style-type: none"> Polishing Pad Floor Brush Carpet Brush 	pcs	2		
1HP Split-Type Air Conditioner Unit <i>Specifications:</i> <ul style="list-style-type: none"> 1 Horsepower Split Type Inverter Cooling Capacity: approx 11,020 (3,670-13,680) kJ/h EER: approx 14.69 (14.98-11.69) kJ/hW 	pc	1		

<ul style="list-style-type: none"> • Power Input (min-max): approx 750 (245-1,170)W • Noise Level: approx 38/28/21 dB (A) • Refrigerant Pipe Diameter: Liquid Side ¼ inch / Gas Side 3/8 inch • Chargeless Pipe Length: approx 7.5m • Maximum Pipe Length: approx 20 m • Maximum Elevation Length: approx 15m • Dimensions WxHxD (mm) Indoor : approx 837 x 308 x 189 • Dimensions WxHxD (mm) Outdoor: approx 717 x 495 x 230 • With Installation 				
Money Vault <i>Specifications:</i> <ul style="list-style-type: none"> • Lightweight and portable water, fire & theft protection • Bolt-down system built directly into the bottom of the safe (Includes hardware kit) • Certified 1/2 Hr. Fire Protection • Verified 8 Hrs. Waterproof when submerged • Protection for Paper Documents, files and Digital Media • Emergency Override Key Access • Touch Button 6 Key Digital Keypad • Fits A4/Letter Size 3-Ring Binders • Advanced dual user lock • One adjustable/removable shelf • Insulated double-wall construction • Solid steel live locking door bolt • Cubic Feet: approx .74 cu. ft. 	pc	1		

<ul style="list-style-type: none"> Outer Dimensions: approx 15.6 H x 11.6 D x 16.7" D in. Interior Dimensions: approx 12.3 H x 8.5 W x 11.6 D in. Weight: approx 46 lbs. Batteries Required: Y 4 "AA" Batteries Included Lock Type: Digital 				
Heavy Duty Paper Shredder <i>Specifications:</i> <ul style="list-style-type: none"> At least 16 sheets of paper per feed At least 30L Bin Capacity Shred type: Micro Cut Shred size: 2 x 12 mm Operating time: 60 minutes continuous Shred speed: 2m/min Security Level 5 Dimensions: approx 628 x 400 x 310mm 	pcs	2		
Washing Machine <i>Specifications:</i> <ul style="list-style-type: none"> Washing Machine Type: Top Load Fully Automatic Washer with Dryer Tub Clean Lock Motor Type: Fixed Frequency Motor Input Voltage: 220V Spin Speed: 740RPM Power Consumption: 495W Weight Capacity: 8kg Dimension (LxWxH): at least 900mm *520mm * 558mm Color: White With Washing Mode Indicator 	pcs	2		
Heavy Duty Garment Steamer <i>Specifications:</i> <ul style="list-style-type: none"> Height: approx 173 cm Width: approx 26 cm Length: approx 28 cm Gross Weight: approx 7.3 kg Net Weight: approx 5 kg Wattage: 1500 watts 	pcs	2		

<ul style="list-style-type: none"> • Capacity: approx 2.5 Liters water tank • Adjustable double pole • Steaming Power • 45 seconds heat-up time • Telescoping Pole retracts for storage • Coasters roll for mobility • Color: Gray 				
<i>See attached Annex 1 for sample photo</i>				
OTHER REQUIREMENTS				Please indicate either: "Comply" or "Not Comply"
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	All items shall be delivered within Thirty (30) Calendar Days upon receipt of Notice to Proceed			
Delivery Place	National Headquarters, Philippine Coast Guard, NHQ-HSSG Office 139 25th St. Port Area, 1018 Manila			
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	LTJG GLENN PAUL A LUPNACA PCG TWG CHAIRMAN, NHQ and HSSG Contact Number: 0963-223-0665 Email Address: hsgbac@gmail.com			

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 OFFICE EQUIPMENT OF O/HSSG FOR FY 2025				
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
Staff Chair	pcs	30		
Coffee/Center Table	pc	1		
Digital Microwave Oven	pc	1		
Office Table	pcs	4		
Sofa Set	set	2		
Executive Cabinet	pcs	1		
Office Refrigerator Inverter	pc	1		
Air Cooler	pcs	4		
Heavy Duty Industrial Fan	pcs	6		
Coffee Peculator	pcs	2		
Rice Cookers	pcs	2		
Tornado Mist Fan 26(26 Inch Industrial Mist Fan)	pcs	8		
Vertical Filling Cabinets w/ Safety Box	pcs	4		
Wooden Gavel and Sound Block Set	set	1		
Multi-Function Floor Polisher	pcs	2		
1.5 Split-Type Air Conditioner Unit	pc	1		
Money Vault	pc	1		
Paper Shredder	pcs	2		
Washing Machine	pcs	2		
Heavy Duty Garment Steamer	pcs	2		
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,

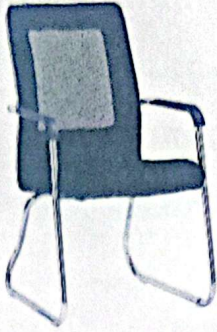
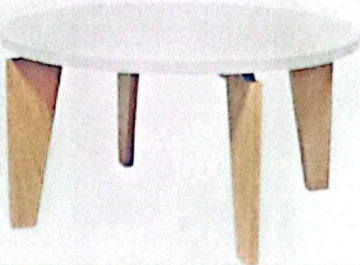


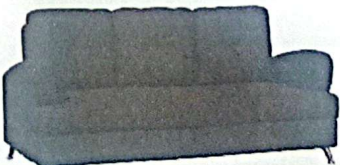
Signature over Printed Name

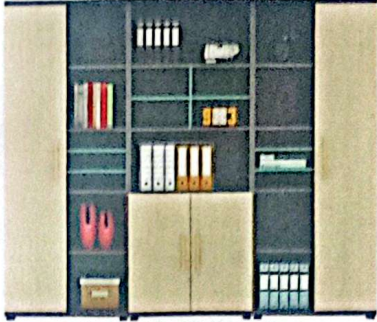



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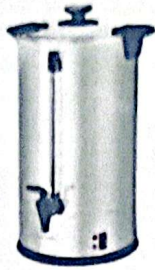

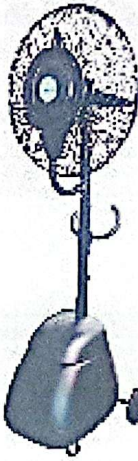

Position


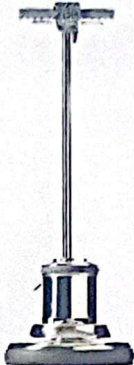
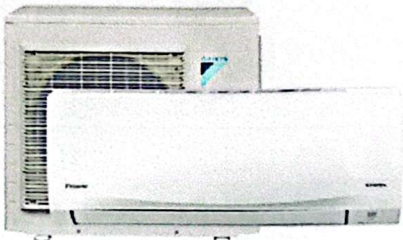

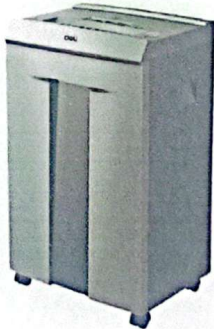
Company Represented



Address / Tel. No. / Fax No

Staff Chair	
Coffee/Center Table	
Digital Microwave Oven	
Office Table	
Sofa Set	

<p>Executive Cabinet</p>	
<p>Office Refrigerator Inverter</p>	
<p>Air Cooler</p>	
<p>Heavy Duty Industrial Fan</p>	

<p>Coffee Peculator</p>	
<p>Rice Cooker 5.6L</p>	
<p>Tornado Mist Fan 26(26 Inch Industrial Mist Fan)</p>	
<p>Vertical Filling Cabinets w/ Safety Box</p>	

<p>Wooden Gavel and Sound Block Set</p>	
<p>Multi-Function Floor Polisher</p>	
<p>1.5 Split-Type Air Conditioner Unit</p>	
<p>Money Vault</p>	
<p>Paper Shredder</p>	

<p>Washing Machine</p>	
<p>Heavy Duty Garment Steamer</p>	

Disclaimer: This photo is for reference only, we do not have any brand preference.