



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: **15 May 2025**

RFQ No.: **RFQ-0525-179**

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 **REPRODUCTION AND PUBLICATION OF PHILIPPINE COAST GUARD BASIC DOCTRINE OF O/CG-3** with an ABC of **ONE MILLION FIVE HUNDRED THOUSAND PESOS (PHP1,500,000.00) 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 envelopes, not later than 19 May 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;

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

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 18 May 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 Tax Return (Annual Income Tax of the Preceding Tax Year) or Business Tax Return (filled with for the preceding quarter which should not be earlier that two (2) quarters from the date submission and receipt of quotation.
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 MARGARETE R. DE CHAVEZ PCG4
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: REPRODUCTION AND PUBLICATION OF PHILIPPINE COAST GUARD BASIC DOCTRINE OF O/CG-3			
ITEMS	Unit	Qty	Statement of Compliance (Please fill up each row with either: "Comply" or "Not Comply")
Reproduction and Publication Paper Stock <ul style="list-style-type: none"> Cover: Foldcote 15 with Plastic Lamination Inside: Book 50, 70gsm Size <ul style="list-style-type: none"> Width: 8.25inches Height: 11.69inches Printing: Offset Pages: Maximum of 300 Pages Binding: Perfect Binding Additional <ul style="list-style-type: none"> Book must have a CD Pocket at the Back Cover Page With Electronic Copy of the PCG Basic Doctrine Uploaded on the Attached Compact Disc (CD) that is Password Protected 	Book	1,000	
Please see attach reference ANNEX 1			
OTHER REQUIREMENTS		Please indicate either: "Comply" or "Not Comply"	
Terms and Condition	1. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission. 2. Price quotation to be denominated in Philippine pe shall include all applicable taxes, duties, and/or levies. 3. The Philippine Coast Guard (PCG) reserves the right to inspect and/or test the goods to verify conformity with the required technical specifications. 4. A delivery timeline shall be agreed upon, and failure to deliver the approved one thousand (1,000) copies within the specified		

	<p>period after final approval may result in the cancellation of the contract without liability on the part of the Philippine Coast Guard.</p> <p>5. The Technical Working Group (TWG) shall conduct a site inspection to ascertain the authenticity of the supplier's shop and supporting documents.</p> <p>6. During the post-qualification site inspection, if the end-user finds that the supplier's shop, facilities, or operations are insufficient or incapable of meeting the required terms and conditions, the contract shall not proceed.</p> <p>7. The supplier shall ensure controlled access to their premises, restricting unauthorized entry to printing areas and equipment.</p> <p>8. The shop must be gated, equipped with security personnel, and installed with closed-circuit television (CCTV) cameras to monitor and secure areas where documents are being handled.</p> <p>9. Supplier's personnel must be properly trained and fully aware of protocols for handling sensitive and confidential documents and information.</p> <p>10. All supplier personnel directly or indirectly involved in the printing, handling, or storage of the PCG Basic Doctrine shall sign a Non-Disclosure Agreement (NDA) binding them to strict confidentiality obligations.</p> <p>11. The PCG Basic Doctrine is classified as a secret document. Unauthorized reproduction, copying, dissemination, or leakage of its contents is strictly prohibited.</p> <p>12. All intellectual property rights and copyright over the PCG Basic Doctrine shall remain vested in the Philippine Coast Guard. No part of the document may be reproduced, stored in a retrieval system, or transmitted in any form without prior written permission from the PCG.</p> <p>13. Each printed copy of the PCG Basic Doctrine shall be assigned an individual control number for tracking and accountability purposes.</p> <p>14. Any defective or rejected printed copies must be properly accounted for and either</p>	
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	<p>turned over to the end-user for secure disposal or destroyed under the supervision of an authorized PCG representative.</p> <p>15. All CDs containing digital copies of the PCG Basic Doctrine must be password-protected, with unique passcodes provided securely to the end-user. Unauthorized duplication or distribution of such digital copies is strictly prohibited.</p> <p>16. The supplier shall comply with all applicable laws and regulations on data protection, cybersecurity, and the handling of classified and sensitive documents.</p> <p>17. Prior to the issuance of the Notice to Proceed for the printing of one thousand (1,000) copies, the supplier must submit one (1) final printed sample for examination and approval by the end-user.</p> <p>18. Should the fin printed sample fail to meet the prohibited specifications for the PCG Basic Doctrine, the supplier shall undertake the necessary revisions and resubmit for final approval.</p> <p>19. If, after revision, the final printed sample still does not comply with the required specifications, the printing of the one thousand (1,000) copies shall not proceed.</p> <p>20. The end-user reserves the right, at its sole discretion, to retract or terminate the contract if the supplier fails to meet the prescribed specifications after the revision process.</p> <p>21. Each set of printed PCG Basic Doctrine books shall be packed in high-quality corrugated boxes, with fifty (50) books per box. Each box must be securely sealed and properly labeled for inventory and accountability.</p> <p>22. In the event of damage to the packaging, broken seals, or tampering during delivery or storage, the supplier shall be subject to penalties, including replacement of the affected units at their own expense, and/or imposition of liquidated damages at a rate specified in the contract.</p> <p>23. The supplier warrants that all goods and materials delivered, excluding consumables, shall be free from defects in material and workmanship, based on the prescribed warranty of the item/equipment.</p>	
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	24. In the event of breach of confidentiality, violation of security protocols, or failure to meet the prescribed technical requirements, the supplier shall be subject to penalties, including but not limited to liquidated damages, blacklisting from future procurements, and/or termination of the contract.	
Submission of Updated Tax Clearance	The winning supplier shall submit its updated tax clearance PRIOR processing of payment 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.	
Delivery Period	All items shall be delivered within Sixty (60) 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	LT JOHANNI S ALPHA PCG TWG CHAIRMAN, CG-3 Contact Number: 0917-704-5514 Email Address: cg3operations2022@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

REPRODUCTION AND PUBLICATION OF PHILIPPINE COAST GUARD BASIC DOCTRINE OF O/CG-3				
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
Reproduction and Publication	Book	1,000		
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

Philippine Coast Guard Basic Doctrine