



PAMBANSANG PUNONG HIMPILAN 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: **02 June 2025**

RFQ No.: **RFQ-0525-245**

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 PLAQUE AND MEMENTO FOR VARIOUS ACTIVITIES OF O/CG-6** with an ABC of **ONE MILLION TWO HUNDRED NINETY-FIVE THOUSAND PESOS (Php 1,295,000.00) 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 **through manual submission, not later than 05 June 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:

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 05 June 2025 at 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: 07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx

For any inquiries or clarifications, please contact the Headquarters Service Support Group Office at **0963-223-0665** 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 PLAQUE AND MEMENTO FOR VARIOUS ACTIVITIES OF O/CG-6			
ITEMS	Unit	Qty	Statement of Compliance (Please fill up each row with either: "Comply" or "Not Comply")
FOR VVIP			
Miniature Model of a PCG Vessel <ul style="list-style-type: none">• Scale: 1:100 – 1;200• Material: Resin, Fiberglass, or Wood with Metal Accent• Size: 12-24 Inches Long• Features: Authentic PCG Colors, Engraved Plaque, Miniature Radar & Lifeboats• Extras: LED Lighting, Custom Engraving, Mounted Display Base	Pcs	5	Statement of Compliance: _____
Commemorative Teddy Bear Wearing BDU <ul style="list-style-type: none">• Size: OH 18"• Boots: 5.5" (Light Brown) Washable Brown Teddy Bear with PCG Camouflage Uniform• Embroidered with Logo and Coast Guard Text• Dog Tag with Engraved PCG Logo and Text• Material (Outer): Soft velboa plush (washable, skin-friendly)• Filling: 100% polyester fiberfill (non-toxic, hypoallergenic)• Eyes: Plastic safety eyes (secured from inside)• Nose & Mouth: Embroider (black thread)• Cap: Cotton twill Embroidered PCG logo and "COAST GUARD" text• Size: ~3.5" diameter, fitted to 18" bear Permanently sewn, reinforced brim	Pcs	100	Statement of Compliance: _____
Wood Plaque <ul style="list-style-type: none">• Size: OH 8"• ¾ Thick Solid Wood with Laser-Engraved Texts and Logo with Back Stand: Natural Finish• Packaging: Carrier board box with bubble wrap	Pcs	30	Statement of Compliance: _____
FOR VIP			

Acrylic Plaque <ul style="list-style-type: none"> A5 Size: (5.875"x8.25") Custom-Design Acrylic Plaques Acrylic Plaque with Stand Front: 3/8" Thick Clear Acrylic Beveled Sides; UV Printed Logo and Texts at the Back Back- 1/4" Thick Clear Acrylic; Gold Painted on Front Sandwich with 4pcs Decorative Screws 6mm Thick Clear Acrylic Back Stand Packaging: Carrier Board with Plastic Bubble Wrap 	Pcs	30	Statement of Compliance: _____
FOR REGULAR AND GUEST SPEAKER			
Golf Type Umbrella <ul style="list-style-type: none"> Auto Open Button Diameter: At least 59"/150cm Length: At least 43.3" Coverage: 1-2 Person Color: Black Logo Size: 8" W x 6" H (20cm x 15cm) 	Pcs	200	Statement of Compliance: _____
Frosted Glass Mug <ul style="list-style-type: none"> 16 Oz Frosted Glass Mug with CG-6 Engraved Logo and 1 Star Flag Logo Size: 16oz 	Pcs	100	Statement of Compliance: _____
Customized Chess Board Set <ul style="list-style-type: none"> Material: Hardwood (Mahogany, Acacia, Maple) Size: 12-16 Inches Square, 1.5-2 Inch square Pieces: Wooden, Staunton or Custom Design Customization: Engraved Names, PCG Logo, Artwork Finish: Polished with Lacquer or Natural Wood Storage: Foldable or Drawer for Pieces Weight: 1-2kg 	Set	20	Statement of Compliance: _____
Customized Wine Rack <ul style="list-style-type: none"> Material: Wood (Mahogany, Acacia, Pine) Capacity: 4-8 Bottles (750ml) Design: Tabletop Finish: Stained, Lacquered, or Natural Wood Customization: Engraved Name/ PCG Logo, Adjustable Slots Weight: 2-5 kg 	Pcs	10	Statement of Compliance: _____
See attached Annex 1 for sample photo			

OTHER REQUIREMENTS		Please indicate either: “Comply” or “Not Comply”
<ul style="list-style-type: none"> All items shall have a warranty of two (2) years upon acceptance. The guidelines and requirements for warranty as provided in Section 90 of the IRR of RA No. 12009 shall be strictly complied with both by the Procuring Entity and the winning supplier/contractor. Warranty Period/Coverage of Warranty: Within fifteen (15) days upon acceptance/delivery to rectify errors in the items delivered, if any 		
Submission of Updated Tax Clearance	The winning supplier shall submit its updated tax clearance PRIOR to process 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	Goods shall be delivered within Thirty (30) Calendar Days upon receipt of Notice to Proceed	
Delivery Place	<p>National Headquarters, Philippine Coast Guard, NHQ-HSSG Office 139 25th St. Port Area, 1018 Manila</p> <ul style="list-style-type: none"> The wood and acrylic plaque will be delivered blank and the text will be inscribed by the supplier 2-3 days before as needed by the end user 	
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	ENS EUGENE ANDREW C RICO PCG TWG CHAIRMAN, CG-6 Contact Number: 0967-233-3883 Email Address: ricoloeugeneadrew@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 PLAQUE AND MEMENTO FOR VARIOUS ACTIVITIES OF O/CG-6				
TECHNICAL SPECIFICATIONS			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
FOR VVIP				
Miniature Model of a PCG Vessel	Pcs	5		
Commemorative Teddy Bear Wearing BDU	Pcs	100		
Wood Plaque	Pcs	30		
FOR VIP				
Acrylic Plaque	Pcs	30		
FOR REGULAR AND GUEST SPEAKER				
Golf Type Umbrella	Pcs	100		
Frosted Glass Mug	Pcs	1		
Customized Chess Board Set	Box	2		
Customized Wine Rack	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

TIN: _____

Position

Company Represented

Address / Tel. No. / Fax No

ANNEX I

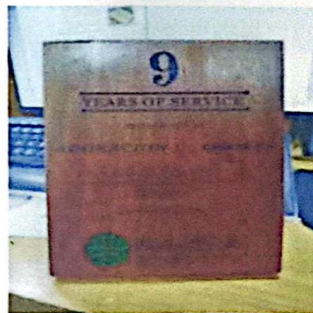
Miniature Model of a Coast Guard Vessel



Commemorative Teddy Bear Wearing BDU



Wood Plaque



Acrylic Plaque	
Golf Type Umbrella	 
Frosted Glass Mug	
Customized Chess Board set	
Customized Wine Rack	

Disclaimer: The sample photos provided are full illustration and reference purposes only. We do not have any brand preference