



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: 10 March 2025

RFQ No.: RFQ-0325-084

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 undertake the **SUPPLY AND DELIVERY OF MEMENTOS/TOKENS FOR 1ST QUARTER FOR FY 2025 OF O/CGLLA** with an ABC of **TWO HUNDRED FORTY-NINE THOUSAND EIGHT HUNDRED PESOS (PHP 249,800.00) 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 13 March 2025 at 09:00am** at **NHQ and HSSG Logistics National Headquarters Philippine Coast Guard 139 25th Street, Port Area, 1018 Manila**.

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 after award of contract but before payment .

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 National Headquarters and Headquarters Service Support Group Logistics Office at 0927-742-1645 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.

SUPPLY AND DELIVERY OF MEMENTOS/TOKENS FOR 1 ST QUARTER FOR FY 2025 OF O/CGLLA			Statement of Compliance	BEST OFFER/ QUOTATION	
			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.	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.	
Technical Specification:					
Item Description	Unit	Quantity	Please indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
Mug (White Glass) Design: <ul style="list-style-type: none"> • White Glass 330ml • With Printed Design • With Printed PCG Tag Line • With Printed CGLLA Lofo • With Box • Font style: Lucida Writing with Stoke Layer • Font Color: White • Stroke Layer: Black 	Pcs	40	Statement of Compliance: _____		
Mug (Smoked Glass) Specification: <ul style="list-style-type: none"> • Material: Smoked Glass • Size: 500ml Design • Colored: Engraving • Front: PCG Logo • Back CGLLA Logo 	Pcs	20	Statement of Compliance: _____		
Challenge Coin Specification: <ul style="list-style-type: none"> • Size 2.5" diameter, 3mm thick • Material, Silver Plated Finish Design: <ul style="list-style-type: none"> • Laminated Full color engraved • Design • Reeded coin edge • Front: Embossed with PCG Logo 	Pcs	55	Statement of Compliance: _____		

<ul style="list-style-type: none"> • Black: Embossed with CGLLA Logo Inclusion: • Individual Acrylic box • Size: at least 3.5"x3.5" 					
Mini Vessel with Acrylic on Wooden Base Specification: <ul style="list-style-type: none"> • Size Vessel: 11"x4" • Size Acrylic: 15.5"x5.75"x7.5" • Size Wooden Base: 1" Thick Design: <ul style="list-style-type: none"> • With 10oz brass nameplate with engraving mounted on wooden backing 	Pcs	5	Statement of Compliance: _____		
Notebook with Pen Specification: <ul style="list-style-type: none"> • Material: Durable PU Leather for Cover • Size: 9"x7" • Paper: Lined, at least 100 pages, High Quality, Glue Binding • Additional Features: Pen Holder (Elastic Band) • Color: Navy • Design with PCG Logo, CGLLA Logo and Bagong Pilipinas Logo 	Pcs	40	Statement of Compliance: _____		
Paper Bag (Small) Specification: <ul style="list-style-type: none"> • Material: Board Paper Glossy • Size: 3.5"x9.5"x6" • Color: Gradient (Code:#e7f0fd) • Cord: White 	Pcs	50	Statement of Compliance: _____		
Grand Total Cost for			Php _____		
Amount in words of Grand Total Cost for			_____ _____		
OTHER REQUIREMENTS				Please indicate either: "Comply" or "Not Comply"	
*Please see attached sample for reference at ANNEX 1					
Delivery Period	Items shall be delivered within thirty (30) Calendar Days upon receipt of Notice to Proceed			Statement of Compliance: _____	
Delivery Place	National Headquarters and Headquarters Service Support Group Supply Accountable Office (NHQ-HSSG SAO) at 161A 652 Bonifacio Dr. Port Area Manila 1018 Metro Manila			Statement of Compliance: _____	
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			Statement of Compliance: _____	

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>	<p>Statement of Compliance:</p> <hr/>
Contact Person for Clarification regarding technical specifications	<p>P/ENS JAMES JR E MANGENTE PCG TWG CHAIRMAN, CGLLA Contact Number: 09672431547 Email Address: cgllogistics@gmail.com</p>	

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. 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: _____



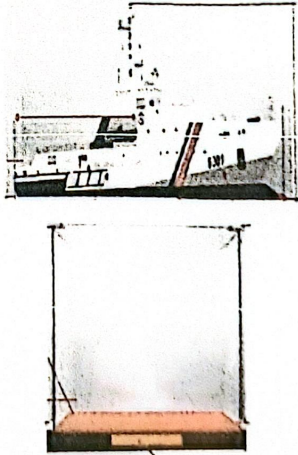
Position

Company Represented

Address / Tel. No. / Fax No

ANNEX I

SUPPLY AND DELIVERY OF MEMENTOS/TOKENS FOR 1ST QUARTER FOR FY 2025 OF O/CGLLA

Mug (White Glass) with Print 330 mL	
Mug (Smoked Glass) with print 500mL	
Mini Vessel with Acrylic on Wooden Base	


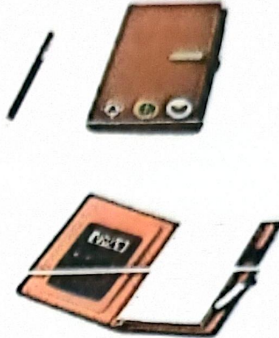
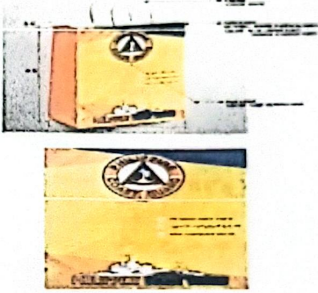
"Serving our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

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Disclaimer: This photo is for reference only.

ANNEX I

SUPPLY AND DELIVERY OF MEMENTOS/TOKENS FOR 1ST QUARTER FOR FY 2025 OF O/CGLLA

Challenge Coin	
Notebook with Pen and Calculator	
PAPER BAG (SMALL)	

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