



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
COAST GUARD INTERNAL AUDIT
3F 637 Delgado Building Bonifacio Drive Corner,
25th Street Port Area, Manila 1018



REQUEST FOR QUOTATION

Date: **26 February 2025**

RFQ No: **RFQ0225-002**

Name of Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required)¹: _____

The Coast Guard Internal Audit, through its Bids and Awards Committee (BAC), intends to procure the **SUPPLY AND DELIVERY OF CGIA DRINKING WATER** with an **Approved Budget for the Contract (ABC) ONE HUNDRED THOUSAND PESOS ONLY (P100,000.00)** through **Section 53.9 (NEGOTIATED PROCUREMENT- SMALL VALUE PROCUREMENT)** of 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, **Subject to the Terms and Conditions** indicated on page 2 of this RFQ. Submit your quotation duly signed by your authorized representative **not later than 03 March 2025 at 12:00 PM** at Coast Guard Internal Audit, 3F 637 Delgado Building Bonifacio Drive Corner, Port Area Manila, or via electronic mail at cgia.procurement@gmail.com.

Interested service providers shall also submit a copy of the following documents along with the quotation on or before the above-specified deadline for submission of the quotation:

Documents	Remarks
Copy of Valid Mayor's or Business Permit	No remarks
PhilGEPS Registration Number	No remarks
DTI Permit/ SEC Registration	No remarks
Certificate of Potability of Drinking Water	No remarks
Latest Income or Business Tax Return	Income Tax Returns (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage Tax Return covering the previous six months)
Notarized Omnibus Sworn Statement (OSS)	Please use the GPPB-prescribed format attached herein or downloadable through this link: http://www.gppb.gov.ph/downloadedable-forms/#tab-61412

¹ In case of discrepancy in 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 as along with the accomplished RFQ

Should you have questions or concerns about the subject procurement project, you may contact us at mobile number **+639202506660** or email us at cgia.procurement@gmail.com.



CAPT ROXANNE A NATIVIDAD PCG (ASC)
BAC, Chairperson

INSTRUCTION

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 required 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 a 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 will be 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 e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Only bidders located within the Metro Manila area shall be eligible to participate in the bidding process
3. 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.
4. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the date of submission.
5. Price quotation/s, to be denominated in Philippine pesos, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the CGIA 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.
8. Award of contract shall be made to the lowest quotation that complies with the technical specifications, requirements, and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Item/s delivered shall be inspected on the scheduled date and time of the CGIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Coast Guard Internal Audit may terminate 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. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "O" if the item being offered is for free.

SUPPLY AND DELIVERY OF CGIA DRINKING WATER FY 2025			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 CGIA	
Technical Specification:					
Item Description	Unit	Quantity	Please indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
SUPPLY AND DELIVERY OF CGIA DRINKING WATER (for the whole year)					
Inclusion:					
Drinking Water <ul style="list-style-type: none"> • Purified • With Water Dispenser 	Gal	3,324	Php 30.00		
Grand Total Cost for	Php _____				
Amount in words of Grand Total Cost for	_____ _____				
OTHER REQUIREMENTS	Please indicate either: "COMPLY" or "Not Comply"				
Delivery Period	Items shall be delivered within 285 calendar days upon receipt of the Notice to Proceed				
Delivery Place	Coast Guard Internal Audit- 3F 637 Delgado Building Bonifacio Drive Corner, 25 th Street Port Area, 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 Coast Guard Internal Audit 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 specification	LTJG FRANCE O SAMANIEGO PCG TWG CHAIRMAN Contact Number: 0920-250-6660 Email Address: cgia.operation2@coastguard.gov.ph	

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 regulation of the Government and Philippine Coast Guard.

Very truly yours,

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Official Email Address