

REQUEST FOR QUOTATION

Date: _____

RFQ No.: **CGNS-0125-002**

Name of Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**)¹: _____

The **COAST GUARD NURSING SERVICE** through its Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Meals for Staff Conference** with an **Approved Budget for the Contract (ABC) of Sixty-Six Thousand Pesos (Php 66,000.00) Only** and **Supply and Delivery of Meals for Command Conference** with an **Approved Budget for the Contract (ABC) of TWO HUNDRED FORTY THOUSAND PESOS (Php 240,000.00) Only** classified into two (2) lots, through **Negotiated Procurement Section 53.9 (Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Hereunder are the activities of this unit undertaken reflected on the PPMP PFA APB and APP FY 2025.

| LOT NO. | ITEM DESCRIPTION | QTY | ABC |
|---------|--|---------------|--------------------|
| 1 | Supply and Delivery of Meals for the Staff Conference of Coast Guard Nursing Service for FY 2025 | 22 activities | |
| | AM Snacks | 20 pax | ₱66,000.00 |
| | | | ₱66,000.00 |
| 2 | Supply and Delivery of Meals for the Command Conference of Coast Guard Nursing Service for FY 2025 | 4 activities | |
| | Breakfast | 80 pax | ₱64,000.00 |
| | Lunch | 80 pax | ₱128,000.00 |
| | PM Snacks | 80 pax | ₱48,000.00 |
| | | | ₱240,000.00 |

Anent this, please quote your **best offer** described herein, **subject to the Terms and Conditions** indicated at the last page of this RFQ. Submit your quotation duly signed by your authorized representative **not later than 06 February 2025 at 09:00 am** via electronic mail at **pcgns4@gmail.com**.

The following documents are likewise required to be submitted along with the accomplished RFQ on the aforementioned deadline:

| Document | Remarks |
|--|---|
| Copy of 2025 Mayor's or Business Permit | In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your updated 2025 Mayor's or Business Permit shall be required to be submitted <u>after award of contract but before payment</u> |

¹ Copy of PhilGEPS Certificate of Registration and Membership (Platinum or Red membership) shall be submitted as well along with the accomplished RFQ

| Document | Remarks |
|--|---|
| Notarized Omnibus Sworn Statement (OSS) | If unable to have the document notarized, you may submit a signed unnotarized OSS (in the prescribed template), subject to compliance therewith <u>after award of contract but before payment</u> |

Should you have questions or concerns on the subject procurement project, you may communicate with us at mobile number **0918-652-7047** or email us at **pcgns4@gmail.com**.


ENS RACHEL O CAMMAGAY NC PCG
Head BAC Secretariat, CGNS

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 (with asterisk) 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.

TERMS AND CONDITIONS:

- (1) Bidders shall provide correct and accurate information required in this form.
- (2) 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.
- (3) Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
- (4) Price quotation/s, to be denominated in Philippine peso, shall **include all taxes, duties, and/or levies payable.**
- (5) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- (6) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the OTCNCGNS 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 accepted offer of the bidder.
- (9) Item/s delivered shall be inspected by the OTCNCGNS on the scheduled date and time.
- (10) The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

- (11) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
- (12) 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 OTCNCGNS 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.

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 | | |
|---|---|---|
| TECHNICAL SPECIFICATIONS | STATEMENT OF COMPLIANCE <i>(check one column only)</i> | REMARKS |
| | 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 | |
| SUPPLY AND DELIVERY OF MEALS FOR THE STAFF AND COMMAND CONFERENCE OF COAST GUARD NURSING SERVICE FOR FY 2025 | | All prices quoted are INCLUSIVE of all applicable taxes “Value Added Tax (VAT), income tax, local taxes, fiscal duties, and other charges relative to the acquisition and delivery of items to PCG, |

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF STAFF CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) | | | |
|--|--|----|---------|
| Approved Budget of the Contract: Sixty-Six Thousand Pesos (Php 66,000.00) Only. | | | |
| TECHNICAL SPECIFICATIONS | STATEMENT OF COMPLIANCE <i>(Check one column only)</i> | | REMARKS |
| | YES | NO | |
| A. Food* STAFF CONFERENCE (January to December 2025) FEBRUARY (2 activities) AM Snacks - Cheesy Ham and Egg Sandwich - Wedges - Bottled Soda AM Snacks - Spaghetti Meatballs - Toast Bread - Bottled Water MARCH (2 activities) AM Snacks - Lumpiang Sariwa - Bottled Soda AM Snacks - Cinnamon Rolls - Bottled Water | | | |

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF STAFF CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) | | | |
|--|--|----|---------|
| Approved Budget of the Contract: Sixty-Six Thousand Pesos (Php 66,000.00) Only. | | | |
| TECHNICAL SPECIFICATIONS | STATEMENT OF COMPLIANCE (Check one column only) | | REMARKS |
| | YES | NO | |
| APRIL (2 activities) AM Snacks <ul style="list-style-type: none"> - Tuna Melt Sandwich - Chips - Bottled Juice AM Snacks <ul style="list-style-type: none"> - Chicken Salad Sandwich - Chips - Bottled Water | | | |
| MAY (2 activities) AM Snacks <ul style="list-style-type: none"> - Waffles with Butter and Syrup - Scrambled Egg - Bottled Water AM Snacks <ul style="list-style-type: none"> - Philly Steak Sandwich - Wedges - Bottled Juice | | | |
| JUNE (2 activities) AM Snacks <ul style="list-style-type: none"> - Spaghetti Meatballs - Toasted Bread - Bottled Juice AM Snacks <ul style="list-style-type: none"> - Creamy Pesto Chicken - Toasted Bread - Bottled Water | | | |
| JULY (2 activities) AM Snacks <ul style="list-style-type: none"> - Tuna Pesto Pasta - Toasted Bread - Bottled Juice AM Snacks <ul style="list-style-type: none"> - Spam & Egg Sandwich - Toasted Bread - Bottled Juice | | | |
| AUGUST (2 activities) AM Snacks <ul style="list-style-type: none"> - Spaghetti Meatballs - Toasted Bread - Bottled Juice AM Snacks <ul style="list-style-type: none"> - Cheesy Ham & Egg sandwich - Wedges - Bottled Juice | | | |
| SEPTEMBER (2 activities) AM Snacks <ul style="list-style-type: none"> - Cinnamon Rolls - Bottled Water AM Snacks <ul style="list-style-type: none"> - Lumpiang Sariwa - Bottled Soda | | | |
| OCTOBER (2 activities) | | | |

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF STAFF CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) | | | |
|--|--|-----------|----------------|
| Approved Budget of the Contract: Sixty-Six Thousand Pesos (Php 66,000.00) Only. | | | |
| TECHNICAL SPECIFICATIONS | STATEMENT OF COMPLIANCE <i>(Check one column only)</i> | | REMARKS |
| | YES | NO | |
| AM Snacks - Chicken Salad Sandwich - Chips - Bottled Water AM Snacks - Waffles with Butter and Syrup - Scrambled Egg - Bottled Water NOVEMBER (2 activities) AM Snacks - Spaghetti Meatballs - Toasted Bread - Bottled Juice AM Snacks - Tuna Pesto Pasta - Toasted Bread - Bottled Juice DECEMBER (2 activities) AM Snacks - Philly Steak Sandwich - Wedges - Bottled Juice AM Snacks - Tuna Pesto Pasta - Toasted Bread - Bottled Juice | | | |
| B. Others Must serve NON-PORK dishes | | | |
| C. Payment Arrangement: Payment shall be made partially after the conduct of activity quarterly* (Within forty-five days after Submission of Billing and User Acceptance) | | | |

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF COMMAND CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) | | | |
|---|--|-----------|----------------|
| Approved Budget of the Contract: Two Hundred Forty Thousand Pesos (Php 240,000.00) Only. | | | |
| TECHNICAL SPECIFICATIONS | STATEMENT OF COMPLIANCE <i>(Check one column only)</i> | | REMARKS |
| | YES | NO | |
| A. Food* COMMAND CONFERENCE MONTH OF MARCH 2025 (Php 60,000.00) BREAKFAST - Bangus-silog - Bottled Juice Lunch - Beef Kare-Kare - Hawaiian Fish Fillet | | | |

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF COMMAND CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) | | | |
|---|--|----|---------|
| Approved Budget of the Contract: Two Hundred Forty Thousand Pesos <u>(Php 240,000.00)</u> Only. | | | |
| TECHNICAL SPECIFICATIONS | STATEMENT OF COMPLIANCE (Check one column only) | | REMARKS |
| | YES | NO | |
| <ul style="list-style-type: none"> - Stir Fried Veggies in Garlic Oyster Sauce - Mango Tapioca - Bottled Juice <p>PM Snack</p> <ul style="list-style-type: none"> - All Beef Burger - Wedges - Bottled Juice <p>MONTH OF MAY 2025 (Php 60,000.00)</p> <p>Breakfast</p> <ul style="list-style-type: none"> - Tapsilog - Bottled Water <p>Lunch</p> <ul style="list-style-type: none"> - Beef Mechado - Fish Fillet in Oyster Citrus Sauce - Glazed Carrots with Corn - Coffee Jelly - Bottled Juice <p>PM Snacks</p> <ul style="list-style-type: none"> - Cinnamon Rolls - Bottled Water <p>MONTH OF AUGUST 2025 (Php 60,000.00)</p> <p>Breakfast</p> <ul style="list-style-type: none"> - Hamsilog - Bottled Water <p>Lunch</p> <ul style="list-style-type: none"> - Chicken Katsu - Steamed Fish in Ginger Oil - Chopsuey - Buko Pandan - Bottled Juice <p>PM Snacks</p> <ul style="list-style-type: none"> - Tuna Pesto Pasta - Toasted Bread - Bottled Juice <p>MONTH OF NOVEMBER 2025 (Php 60,000.00)</p> <p>Breakfast</p> <ul style="list-style-type: none"> - Chicken Hotsilog - Bottled Water <p>Lunch</p> <ul style="list-style-type: none"> - Beef Salpicao - Fish Tempura with Tempura Sauce - Buttered Mix Veggies - Mango Tapioca - Bottled Juice <p>PM Snacks</p> <ul style="list-style-type: none"> - Waffles with Butter and Syrup - Scrambled Egg - Bottled Water | | | |

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF COMMAND CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) | | | |
|--|--|----|---------|
| Approved Budget of the Contract: Two Hundred Forty Thousand Pesos <u>(Php 240,000.00)</u> Only. | | | |
| TECHNICAL SPECIFICATIONS | STATEMENT OF COMPLIANCE (Check one column only) | | REMARKS |
| | YES | NO | |
| B. Others Must serve NON-PORK dishes | | | |
| D. Payment Arrangement: Payment shall be made partially after the conduct of activity quarterly* (Within forty-five days after Submission of Billing and User Acceptance) | | | |

FINANCIAL OFFER:

| |
|--|
| <p>Terms of Payment:</p> <p>Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within forty-five (45) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account. Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name : _____</p> <p>Branch: _____</p> |
|--|

Please quote your **best offer** for **ANY** based on the aforementioned technical specifications. Please do not leave any blank items. Indicate "0" if item being offered is for free.

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF STAFF CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) | | | |
|--|-------------|----------------------------|-------------------------------|
| Approved Budget for the Contract: Seventy-Two Thousand Pesos <u>(Php 72,000.00)</u> Only. | | | |
| ITEMS DESCRIPTION | QUALITY (A) | OFFERED PRICE PER UNIT (B) | TOTAL OFFERED QUOTATION (AXB) |
| STAFF CONFERENCE (January to December 2025) FEBRUARY (2 activities) AM Snacks - Cheesy Ham and Egg Sandwich - Wedges - Bottled Soda AM Snacks - Spaghetti Meatballs - Toast Bread - Bottled Water MARCH (2 activities) AM Snacks - Lumpiang Sariwa - Bottled Soda | | | |

| | | | |
|--|--|--|--|
| <p>AM Snacks</p> <ul style="list-style-type: none"> - Cinnamon Rolls - Bottled Water <p>APRIL (2 activities)</p> <p>AM Snacks</p> <ul style="list-style-type: none"> - Tuna Melt Sandwich - Chips - Bottled Juice <p>AM Snacks</p> <ul style="list-style-type: none"> - Chicken Salad Sandwich - Chips - Bottled Water <p>MAY (2 activities)</p> <p>AM Snacks</p> <ul style="list-style-type: none"> - Waffles with Butter and Syrup - Scrambled Egg - Bottled Water <p>AM Snacks</p> <ul style="list-style-type: none"> - Philly Steak Sandwich - Wedges - Bottled Juice <p>JUNE (2 activities)</p> <p>AM Snacks</p> <p>AM Snacks</p> <ul style="list-style-type: none"> - Spaghetti Meatballs - Toasted Bread - Bottled Juice <p>AM Snacks</p> <ul style="list-style-type: none"> - Creamy Pesto Chicken - Toasted Bread - Bottled Water <p>JULY (2 activities)</p> <p>AM Snacks</p> <ul style="list-style-type: none"> - Tuna Pesto Pasta - Toasted Bread - Bottled Juice <p>AM Snacks</p> <ul style="list-style-type: none"> - Spam & Egg Sandwich - Toasted Bread - Bottled Juice <p>AUGUST (2 activities)</p> <p>AM Snacks</p> <ul style="list-style-type: none"> - Spaghetti Meatballs - Toasted Bread - Bottled Juice <p>AM Snacks</p> <ul style="list-style-type: none"> - Cheesy Ham & Egg sandwich - Wedges - Bottled Juice <p>SEPTEMBER (2 activities)</p> <p>AM Snacks</p> <ul style="list-style-type: none"> - Cinnamon Rolls - Bottled Water <p>AM Snacks</p> <ul style="list-style-type: none"> - Lumpiang Sariwa | | | |
|--|--|--|--|

| | | | |
|---|--|--|--|
| - Bottled Soda OCTOBER (2 activities) AM Snacks - Chicken Salad Sandwich - Chips - Bottled Water AM Snacks - Waffles with Butter and Syrup - Scrambled Egg - Bottled Water NOVEMBER (2 activities) AM Snacks - Spaghetti Meatballs - Toasted Bread - Bottled Juice AM Snacks - Tuna Pesto Pasta - Toasted Bread - Bottled Juice DECEMBER (2 activities) AM Snacks - Philly Steak Sandwich - Wedges - Bottled Juice AM Snacks - Tuna Pesto Pasta - Toasted Bread - Bottled Juice | | | |
| TOTAL PRICE | | | |

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF COMMAND CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) | | | |
|--|-------------|----------------------------|-------------------------------|
| Approved Budget for the Contract: Two Hundred Forty Thousand Pesos <u>(Php 240,000.00)</u> Only. | | | |
| ITEMS DESCRIPTION | QUALITY (A) | OFFERED PRICE PER UNIT (B) | TOTAL OFFERED QUOTATION (AXB) |
| COMMAND CONFERENCE MONTH OF MARCH 2025 (Php 60,000.00) BREAKFAST - Bangus-silog - Bottled Juice Lunch - Beef Kare-Kare - Hawaiian Fish Fillet - Stir Fried Veggies in Garlic Oyster Sauce - Mango Tapioca - Bottled Juice PM Snack - All Beef Burger - Wedges - Bottled Juice | | | |

| | | | |
|--|--|--|--|
| <p>MONTH OF MAY 2025 (Php 60,000.00) Breakfast - Tapsilog - Bottled Water</p> <p>Lunch - Beef Mechado - Fish Fillet in Oyster Citrus Sauce - Glazed Carrots with Corn - Coffee Jelly - Bottled Juice</p> <p>PM Snacks - Cinnamon Rolls - Bottled Water</p> <p>MONTH OF AUGUST 2025 (Php 60,000.00) Breakfast - Hamsilog - Bottled Water</p> <p>Lunch - Chicken Katsu - Steamed Fish in Ginger Oil - Chopsuey - Buko Pandan - Bottled Juice</p> <p>PM Snacks - Tuna Pesto Pasta - Toasted Bread - Bottled Juice</p> <p>MONTH OF NOVEMBER 2025 (Php 60,000.00) Breakfast - Chicken Hotsilog - Bottled Water</p> <p>Lunch - Beef Salpicao - Fish Tempura with Tempura Sauce - Buttered Mix Veggies - Mango Tapioca - Bottled Juice</p> <p>PM Snacks - Waffles with Butter and Syrup - Scrambled Egg - Bottled Water</p> | | | |
| TOTAL PRICE | | | |

| | | |
|---|----------------------------------|--|
| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF STAFF CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) FY 2025 | | |
| Approved Budget for the Contract: Sixty-six Thousand Pesos <u>(Php 66,000.00) Only.</u> | | |
| Offered Price per Activity (A1) | Number of Activities (B1) | Total Offered Quotation (A1 x B1) |

| | | |
|-----------|--------------------------------|--|
| AM Snacks | Twenty-Four (24) Activities | In Words: In Figures: |
|-----------|--------------------------------|--|

| SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF COMMAND CONFERENCE OF COAST GUARD NURSING SERVICE (CGNS) FY 2025 | | |
|--|------------------------------|--|
| Approved Budget for the Contract: Two Hundred Forty Thousand Pesos <u>(Php 240,000.00)</u> Only. | | |
| Offered Price per Activity (A1) | Number of Activities (B1) | Total Offered Quotation (A1 x B1) |
| BREAKFAST LUNCH PM SNACK | Four (4) ACTIVITIES | In Words: In Figures: |

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Official Email Address/es