



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
National Headquarters Philippine Coast Guard  
**NATIONAL HEADQUARTERS AND HEADQUARTERS SERVICE SUPPORT GROUP**  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

**REQUEST FOR QUOTATION**

Date: **24 December 2024**

RFQ No.: **RFQ-1224-326**

Name of Company/Business Name<sup>1</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (**required**)<sup>2</sup>: \_\_\_\_\_

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The **Philippine Coast Guard (PCG)**, through its Headquarters Service Support Group Bids and Awards Committee (HSSG-BAC), intends to procure for the **SUPPLY AND DELIVERY OF TOKENS AND MEMENTO FOR O/DCO, O/CG-10, O/CG-12, AND O/CGLLA FOR FY 2024** with an ABC of **Four Hundred Thirty-Five Thousand Forty-Eight Pesos (Php435,048.00) 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 27 December 2024 at 09:00am at NHQHSSG Logistics National Headquarters Philippine Coast Guard 139 25<sup>th</sup> 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 <b>after award of contract but before payment.</b>

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<sup>1</sup> 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.

<sup>2</sup> 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) .
Securities and Exchange Commission Certificate (SEC)/Department of Trade and Industry (DTI)	Upon submission of Quotation	Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives; whichever is applicable.
Tax Clearance Certificate	Upon submission of Quotation	Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 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: <a href="https://www.gppb.gov.ph/downloadable-forms/#tab-61412">https://www.gppb.gov.ph/downloadable-forms/#tab-61412</a>

For any inquiries or clarifications, please contact the Headquarters Service Support Group Office at **0927-742-1645** with e-mail address [hsqbac@gmail.com](mailto:hsqbac@gmail.com).

  
**LTJG ZAIRA MARGARETE 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.

<b>SUPPLY AND DELIVERY OF TOKENS AND MEMENTO FOR O/DCO, O/CG-10, O/CG-12, AND O/CGLLA FOR FY 2024</b>					<b>Statement of Compliance</b>  Bidders must state here either <b>"Comply"</b> or <b>"Not Comply"</b> against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.	<b>BEST OFFER/QUOTATION</b>  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,	
<b>Technical Specifications:</b>							
<b>See Annex 1 for Detailed for Technical Specifications</b>							
No.	Item Description	Unit	Quantity	Budget Ceiling	Please indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
<b>O/DCO</b>							
1.	<b>Paper Weight</b>  <i>Specification:</i> <ul style="list-style-type: none"> <li>Materials: Mahogany Wood, Natural Finish</li> <li>Size: Diameter of 4"</li> <li>Thickness: 2.5cm</li> </ul> Design	pcs	100	Php80,500.00	<b>Statement of Compliance:</b> <hr/>		
<b>O/CG-10</b>							
2.	<b>Memento Box</b>  <i>Specification:</i> <ul style="list-style-type: none"> <li>Material: Hard Paper Board</li> <li>Color: Black</li> </ul> Design	pcs	40	Php38,040.00	<b>Statement of Compliance:</b> <hr/>		

	<ul style="list-style-type: none"> <li>● 2-4mm thick Slot in with tray (customized partition inside)</li> <li>● CG-10 Logo on Cover</li> </ul> <p>Size</p> <ul style="list-style-type: none"> <li>● Length: 20-23 inch</li> <li>● Width: 12-15 inch</li> <li>● Height: 4-6 inch</li> </ul>						
<b>O/CG-12</b>							
3.	<b>Paper Weight</b>  <i>Specification:</i> <ul style="list-style-type: none"> <li>● Made of Brass, Gold-plated with enamel color</li> <li>● Size: Circumference of 2.5 inches, 3mm thick</li> <li>● Weight: 65lbs</li> <li>● Front Design: Embossed with O/CG-12 Logo with acrylic box (3.5" x 3.5")</li> </ul>	pcs	80	Php80,000.00	<b>Statement of Compliance:</b> <hr/>		
4.	<b>Yacht</b>  <i>Specification:</i> <ul style="list-style-type: none"> <li>● Material: Made of marble</li> <li>● Design: Engraved with O/CG-12 name</li> <li>● Width: 8"-12"</li> <li>● Height: 4"-6"</li> </ul>	pcs	40	Php55,000.00	<b>Statement of Compliance:</b> <hr/>		
5.	<b>Dolphin</b>  <i>Specification:</i> <ul style="list-style-type: none"> <li>● Material: Made of marble</li> <li>● Design: Engraved with O/CG-12 name</li> <li>● Width: 8"-12"</li> <li>● Height: 4"-6"</li> </ul>	pcs	40	Php45,000.00	<b>Statement of Compliance:</b> <hr/>		
<b>O/CGLLA</b>							
6.	<b>Mini-Chopper w/ Acrylic case</b>  <i>Specification:</i> <ul style="list-style-type: none"> <li>● Material: Acacia Wood</li> <li>● Color: Same as CGH145</li> <li>● Dimension: 12" width</li> </ul>	pcs	5	Php75,608.00	<b>Statement of Compliance:</b> <hr/>		

	<ul style="list-style-type: none"> <li>● Chopper Stand: Stainless steel bend 7.5" x 0.5"</li> <li>● Wood Stand: Mahogany wood 0.75" x 14" x 11"</li> <li>● Wood Base: Mahogany 1.75"</li> </ul>						
7.	<b>Paper Weight</b>  <i>Specification:</i> <ul style="list-style-type: none"> <li>● Materials: Mahogany Wood, Natural Finish</li> <li>● Front: Engraved with CGLLA Logo</li> <li>● Font Size: 1.5cm</li> <li>● Packaging: Individual Carrier Box</li> </ul>	pcs	42	Php60,900.00	<b>Statement of Compliance:</b> <hr/>		
	<b>Grand Total Cost</b>				Php <hr/>		
	<b>Amount in words of Grand Total Cost</b>				<hr/> <hr/> <hr/>		
	<b>OTHER REQUIREMENTS</b>					<b>Please indicate either:          "Comply" or "Not Comply"</b>	
	<b>The budget for the tokens and memento shall not exceed the following amounts:</b>  <b>O/DCO:Php 80,500.00</b> <b>O/CG-10: Php 38,040.00</b> <b>O/CG-12: Php 180,000.00</b> <b>O/CGLLA: Php 136,508.00</b>						
	<b>Warranty</b>	All items shall have a warranty of three (3) months upon acceptance					
	<b>Delivery Period</b>	Within Forty-Five (45) Calendar Days upon receipt of the winning supplier of the Notice to Proceed (NTP)					
	<b>Delivery Place</b>	National Headquarters and Headquarters Service Support Group Supply Accountable Office (NHQ-HSSG SAO) 161A, 652 Bonifacio Dr. Port Area Manila 1018 Metro Manila					
	<b>Payment</b>	Payment shall be made upon delivery of all items ordered every acceptance of the TIAC upon submission of the invoices of the supplier describing the goods delivered, subject to accounting and auditing rules and procedures.					
	<b>Inspection and Acceptance Parameters</b>	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).					

		Only items in conformity with the required quantity and technical specifications shall be accepted.	
	<b>Contact Person for Clarification regarding technical specifications</b>	<b>ENS BIL E DIMZON PCG</b> <b>TWG CHAIRMAN, TOKENS AND MEMENTO</b> <b>Contact Number: 09959518315</b> <b>Email Address: hsgbac@gmail.com</b>	

**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


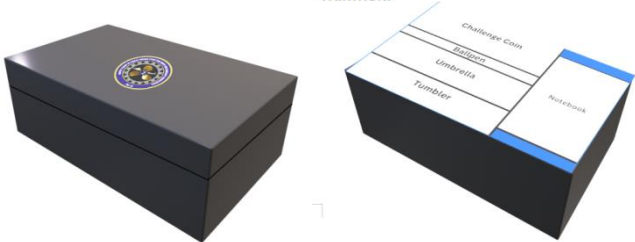


TIN: \_\_\_\_\_

\_\_\_\_\_  
Position


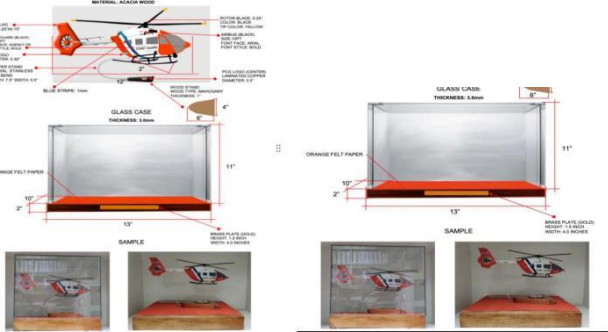

\_\_\_\_\_  
Company Represented

\_\_\_\_\_  
Address / Tel. No. / Fax No

## ANNEX I

PARTICULARS	ITEM DESCRIPTION
<b>DCO</b>	
PAPER WEIGHT	
<b>CG-10</b>	
MEMENTO BOX	<p>PARTITION:</p> 
<b>CG-12</b>	
PAPER WEIGHT	<p>O/CG-12 PAPER WEIGHT</p>  <p>Paper Weight</p> <p>Specification:</p> <p>Materials: Made of Brass, Gold-plated with enamel color</p> <p>Size: Circumference of 2.5 inches</p> <p>Weight: 65 lbs</p> <p>Design:</p> <p>Front: Embossed with O/CG-12 Logo with acrylic 3.5"x3.5" box</p>
YACHT	<p>O/CG-12 YACHT</p>  <p>Yacht</p> <p>Specification:</p> <p>Materials: Made of Marble</p> <p>Width: 8"-12"</p> <p>Height: 4"-6"</p> <p>Design: Engraved with O/CG-12 name</p>



<p>DOLPHIN</p>	<div data-bbox="606 206 850 528">  </div> <div data-bbox="850 210 1048 336"> <p>Dolphin</p> <p>Specification:  Materials: Made of Marble  Width: 8"-12"  Height: 4"-6"  Design: Engraved with O/CG-12 name</p> </div>
<p><b>CGLLA</b></p>	
<p>MINI CHOPPER</p>	<div data-bbox="596 598 1206 929">  </div>
<p>PAPER WEIGHT</p>	<div data-bbox="571 981 1302 1285">  </div>

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

