



PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS
National Headquarters Philippine Coast Guard
NATIONAL HEADQUARTERS AND HEADQUARTERS SERVICE SUPPORT
GROUPBIDS AND AWARDS COMMITTEE
139 25th Street, Port Area
1018 Manila

REQUEST FOR QUOTATION

Date: **10 March 2025**

RFQ No.: **RFQ-0225-053**

Name of Company/Business Name¹: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required)²: _____

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 CULTURAL UNIFORM AND INSTRUMENT FOR THE PORT VISIT TO JAPAN, VIETNAM, THAILAND, AND MALAYSIA OF O/CG-3** with an ABC of **ONE HUNDRED SIXTY-TWO THOUSAND FOUR HUNDRED SEVENTY-SEVEN PESOS (PHP 162,477.00) 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 thru manual submission at NHQHSSG Logistics Office, National Headquarters Philippine Coast Guard 139 25th St. Port Area, Manila or Email at hsgbac@gmail.com.**

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 valid

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

		submitted after award of contract but before payment.
Income/Business Tax Returns	Upon submission of Quotation	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).
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: http://www.gppb.gov.ph/downloadedable-forms/#tab-61412

For any inquiries or clarifications, please contact the Headquarters Support Group Office at **09632230665** with an e-mail address: hsgbac@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.

1	SUPPLY AND DELIVERY OF CULTURAL UNIFORM AND INSTRUMENT FOR THE PORT VISIT TO JAPAN, VIETNAM, THAILAND, AND MALAYSIA OF O/CG-3			Statement of Compliance 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.	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,	
2	Technical Specification:					
	Item Description	Unit	Qty	Please indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
	<ul style="list-style-type: none"> Igorot Costume (Hinabi, Indigenous Necklace, Headdress, Brown Leotard, Palayok, body paint beads) 	Pcs	25	Statement of Compliance: <hr/>		
	<ul style="list-style-type: none"> La Jota Moncadeña Costume (Petticoat, Floral Arco, Headdress, Kastanet) 	Pcs	15	Statement of Compliance: <hr/>		
	<ul style="list-style-type: none"> Maglalatik Costume (Long Pants, Coconut shell (10s/set), banderitas, lanyard) 	Pcs	11	Statement of Compliance: <hr/>		
	<ul style="list-style-type: none"> Pandanggo sa Ilaw Costume (Candle glass, New Baro't Saya, Headdress, lanyard) 	Pcs	15	Statement of Compliance: <hr/>		
	<ul style="list-style-type: none"> Tinikling Costume (New Filipiñana, Colored Tinikling Sticks, Floral Hand Arc, New Long Bamboo) Measurement: L 30 x W 9 x H 13.5cm 	Pcs	10	Statement of Compliance: <hr/>		
	<ul style="list-style-type: none"> Baro't saya whole set 	Pcs	10	Statement of Compliance: <hr/>		

• Camisa Chin and Long pants whole set with farmer's hat	Pcs	10	Statement of Compliance: _____		
• Bahag whole set with abacca slippers	Pcs	15	Statement of Compliance: _____		
• Gong	Pcs	1	Statement of Compliance: _____		
• Gangsa	Pcs	1	Statement of Compliance: _____		
See Annex I for detailed design					
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 Fifteen (15) Calendar Days upon receipt of Notice to Proceed				
Delivery Place	National Headquarters and Headquarters Service Support Group Supply Accountable Office (NHQ-HSSG SAO) at 161A, 652 Bonifacio Dr. Port Area Manila 1018 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 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**

CG LT JOHHANI S ALPHA
TWG CHAIRMAN, CG-3
Contact Number: 0917-704-5514
Email Address:
cg3operations2022@gmail.com

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. 24/7 Customer's Service and Technician in case of loss of internet.
8. 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
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The Philippine Coast Guard shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. 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.
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

BARO'T SAYA	
CAMISA CHINA AND LONG PANTS (WHOLE SET) with Farmer's Hat	 
BAHAG SET with Abaca Slipper	  <p>Igorot Vest & Bahag</p>
Gong	 <p>shutterstock</p>

Igorot Costume (Hina bi, Indigenous Neckla ce, Headdress, Brown Leotard, Palayok, body paint and beads)



La Jota Moncadeña Costume (Petticoat, Floral Arco, Headdress, Kastanet)



Maglalatik Costume (Long Pants, Coconut shell (10s/set), banderitas, lanyard)



**Pandanggo sa Ilaw Co
stume (Candle glass,
New Baro't Saya, Hea
ddress, lanyard)**



**Tinikling Costume (Ne
w Filipiñana, Colored
Tinikling Sticks, Floral
Hand Arc, New Long
Bamboo)**



Gangsa



shutterstock