



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-0325-091

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 MEALS FOR THE CONDUCT OF IORIS TRAINING OF O/PCGCC** with an ABC of **FOUR HUNDRED NINETY THOUSAND PESOS (PHP 490,000.00) 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 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) .
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/downloadable-forms/#tab-61412
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)

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


LTJG ZAIRA MARGARETTE ROE 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 follow.

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 MEALS FOR THE CONDUCT OF IORIS TRAINING OF O/PCGCC			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	Quantity	Please indicate either: "Comply" or "Not Comply"	Unit Cost	Total Cost
	AM Snack (Packed) <ul style="list-style-type: none"> Any kind of Pasta/Pancit (Atleast 150g) 1pc of Burger Sandwich 1 Glass of Soda/Juice/Water (Atleast 500ml per serving) 	Pax	700	Statement of Compliance: <hr/>		
	Lunch (Packed) <ul style="list-style-type: none"> 1 Full size measuring cup of steamed rice (At least 150g) 1 Viand of Meat (Beef) 1 Viand of Meat (Chicken) Vegetables (No Pork) Dessert 1 Glass of Soda/Juice/Water (At least 500ml per serving) 	Pax	700	Statement of Compliance: <hr/>		

PM Snack (Packed) <ul style="list-style-type: none"> Assorted Kakanin/Pasta (Atleast 150g) 1 pc of Siopao/Doughnut 1 Glass of Soda/Juice/Water (Atleast 500ml per serving) 	Pax	700	Statement of Compliance: <hr/>																																												
Grand Total Cost for			Php _____																																												
Amount in words of Grand Total Cost for			_____ _____ _____																																												
OTHER REQUIREMENTS				Please indicate either: "Comply" or "Not Comply"																																											
The financial offer for the packed meals and/or catering services shall not exceed the following amounts: 1. AM Snacks: One Hundred Fifty Pesos Only (PhP150.00) 2. PM Snacks: One Hundred Fifty Pesos Only (PhP150.00) 3. Lunch: Four Hundred Pesos Only (PhP400.00)				Statement of Compliance: _____																																											
AM and PM Snacks should NOT be the same				Statement of Compliance: _____																																											
Delivery Schedule: <table border="1" data-bbox="277 1182 1117 1935"> <thead> <tr> <th data-bbox="277 1182 699 1223">IORIS TRAINING</th> <th data-bbox="699 1182 1117 1223">Schedule</th> </tr> </thead> <tbody> <tr><td>Day 1</td><td>24 March 2025</td></tr> <tr><td>Day 2</td><td>25 March 2025</td></tr> <tr><td>Day 3</td><td>26 March 2025</td></tr> <tr><td>Day 4</td><td>27 March 2025</td></tr> <tr><td>Day 5</td><td>28 March 2025</td></tr> <tr><td>Day 6</td><td>31 March 2025</td></tr> <tr><td>Day 7</td><td>01 April 2025</td></tr> <tr><td>Day 8</td><td>02 April 2025</td></tr> <tr><td>Day 9</td><td>03 April 2025</td></tr> <tr><td>Day 10</td><td>04 April 2025</td></tr> <tr><td>Day 11</td><td>07 April 2025</td></tr> <tr><td>Day 12</td><td>08 April 2025</td></tr> <tr><td>Day 13</td><td>10 April 2025</td></tr> <tr><td>Day 14</td><td>11 April 2025</td></tr> <tr><td>Day 15</td><td>14 April 2025</td></tr> <tr><td>Day 16</td><td>15 April 2025</td></tr> <tr><td>Day 17</td><td>21 April 2025</td></tr> <tr><td>Day 18</td><td>22 April 2025</td></tr> <tr><td>Day 19</td><td>23 April 2025</td></tr> <tr><td>Day 20</td><td>24 April 2025</td></tr> </tbody> </table>				IORIS TRAINING	Schedule	Day 1	24 March 2025	Day 2	25 March 2025	Day 3	26 March 2025	Day 4	27 March 2025	Day 5	28 March 2025	Day 6	31 March 2025	Day 7	01 April 2025	Day 8	02 April 2025	Day 9	03 April 2025	Day 10	04 April 2025	Day 11	07 April 2025	Day 12	08 April 2025	Day 13	10 April 2025	Day 14	11 April 2025	Day 15	14 April 2025	Day 16	15 April 2025	Day 17	21 April 2025	Day 18	22 April 2025	Day 19	23 April 2025	Day 20	24 April 2025		
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The winning supplier shall:

- a. Observe punctuality in food delivery.
- b. Provision of re-usable eco-friendly containers. Use of Styrofoam and single-use plastic containers shall not be allowed.
- c. The following schedule should be:
 AM snacks - 09:30 AM - 10:00 AM
 Lunch - 11:30 AM - 12:00 PM
 PM Snacks - 02:30 PM - 03:00 PM
- d. Dispose waste properly by providing garbage bags every delivery;
- e. Prepare monthly bills and document attachments for catering claims;
- f. In case of spoilage, the caterer should be amenable to:
 1. Replace the spoiled food immediately, or
 2. The total cost of the spoiled food will be deducted from the total contract price, or
 3. Outright cancellation of contract, depending on the gravity of the intervention.
- g. In case of food poisoning,
 1. There shall be an outright cancellation of contract.
 2. The caterer shall be outright blacklisted.
 3. The caterer shall shoulder the expenses in the hospitalization/medical treatment of those persons affected

Statement of Compliance:

Delivery Period	Items shall be delivered on 24 to 28, 31 March 2025 and 01 to 04, 07, 08, 10, 11, 14, 15 and 21-24 April 2025 upon receipt of this Notice to Proceed	
Delivery Place	National Headquarters Philippine Coast Guard 139 25 th St. 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 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	ENS JHONEY MAYBEL J JAVIER PCG TWG CHAIRMAN PCGCC Contact Number: 0917-106-7203/ 0998-343-8296	

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