



**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: 13 March 2025

RFQ No.: RFQ-0325-098

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

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

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

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

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

The **Philippine Coast Guard (PCG)**, through its National Headquarters and Headquarters Service Support Group Bids and Awards Committee (NHQ&HSG-BAC), intends to procure for the **SUPPLY AND DELIVERY OF JANITORIAL SUPPLIES OF O/PCGCC** with an ABC of **FIFTY THOUSAND PESOS (Php 50,000.00) ONLY** in accordance with **Section 52.1b (Shopping)** 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 17 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

<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

		submitted <b>after award</b> of contract but before <b>payment</b> .
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)

For any inquiries or clarifications, please contact the Headquarters Support Group Office at **09632230665** with an e-mail address: [hsgbac@gmail.com](mailto:hsgbac@gmail.com).

  
**CG LTJG ZAIRA MARGARETTE R DE CHAVEZ**  
 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	<b>SUPPLY AND DELIVERY OF JANITORIAL SUPPLIES OF O/PCGCC</b>		<b>Statement of Compliance</b>  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.	<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,		
2	<b>Technical Specification:</b>					
	<b>Item Description</b>	<b>Unit</b>	<b>QTY</b>	<b>Please indicate either: "Comply" or "Not Comply"</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>Floor Map</b> <ul style="list-style-type: none"> <li>Material: Microfiber, Cotton, or Synthetic Fibers (e.g., Polyester, Rayon)</li> <li>Mop Head Size: Typically, 12-18 Inches Wide</li> <li>Handle: Aluminum, Stainless Steel, or Plastic, Often Extendable (40-60 Inches)</li> <li>Type: Flat Mop, String Mop, or Sponge Mop</li> <li>Weight: 0.5 to 1.5kg</li> <li>Usage: For Cleaning Hard Floors (Tiles, Wood, Linoleum)</li> <li>Features: Machine Washable Mop Head, Ergonomic Handle for</li> </ul>	Pcs	6	<b>Statement of Compliance</b>  <hr/>			

Comfort, and Swivel Head for Better Maneuverability					
<b>Glass Cleaner and Wiper</b> <ul style="list-style-type: none"> <li>• Formulation: Ammonia-Based or Alcohol-Based for Streak Free Finish</li> <li>• Volume: 500ml Or 1L Spray Bottle</li> <li>• Application: Suitable for Windows, Mirrors, Glass Surfaces, and chrome</li> <li>• Cleaning Power: Removes Dirt, Fingerprints, and Grease</li> <li>• pH Level: Neutral or Slightly Alkaline</li> <li>• Features: Quick-Drying, Anti-Streak Formula, and Non-Abrasive.</li> </ul>	Pcs	12	<b>Statement of Compliance</b> <hr/>		
<b>Disinfectant Spray</b> <ul style="list-style-type: none"> <li>• Volume: 400grams</li> <li>• Active Ingredients: Many Disinfectants Sprays Contain Active Ingredients Such as ethyl Alcohol, which is Effective in Killing a Broad Spectrum or Pathogens</li> <li>• Efficacy: These Sprays are Formulated to kill 99.9% of Viruses, Bacteria, and Fungi. Some Products, Like Clorox® Expert Disinfectant Spray Claim to Kill the the SARS-CoV-2 Virus on Hard, Nonporous Surfaces when used as Directed</li> </ul>	Can	24	<b>Statement of Compliance</b> <hr/>		

<ul style="list-style-type: none"> <li>• Usage: To Disinfect and Deodorize, Hold the Can Upright about 20cm from the Surface and Spray until Thoroughly Wet. Let Stand for 5 Minutes and Allow to Air Dry. For Sanitizing Soft Surfaces, Spray until the Fabric is Wet, Let Stand for 30 Seconds, allow to air dry</li> </ul>					
<b>Powder Detergent</b> <ul style="list-style-type: none"> <li>• Form: Liquid</li> <li>• Description: A Scent-Free Cleaning Agent Designed to Remove Dirt and Soils From Colored and Delicate Fabrics; Suitable for Hand Washing, Machine Washing, and all Purpose Cleaning Applications</li> <li>• Features: High Solubility in Water</li> <li>• Gentle on Hands</li> <li>• Applicable on Various Surfaces, Including Fabrics, Cement Floors, Laminated Wood and Stainless Steel</li> </ul>	Pouch	110	<b>Statement of Compliance</b> <hr/>		
<b>Rags</b> <ul style="list-style-type: none"> <li>• Colored Cotton Rags: Good for General Cleaning, Wiping Grease/Oil</li> <li>• Terry Cloth Rags: High Absorption, used for Mopping up Spills</li> </ul>	Bdl	96	<b>Statement of Compliance</b> <hr/> <hr/>		



<ul style="list-style-type: none"> <li>• Flannel Rags: Soft and Lint Free, Great for Polishing</li> <li>• Knit Rags (T-Shirt Material) Stretchy, Absorbent, and Low Lint</li> <li>• Denim Rags: Durable, Used in Heavy Duty Cleaning</li> <li>• Microfiber Rags: High Absorbency, used for Dusting and Cleaning Delicate Surfaces</li> <li>• Size &amp; Format</li> <li>• Cut Rags: Typically, 12"x12", 18"x18", or Custom Size</li> <li>• Uncut Rags: Whole Garment Pieces, Irregular Sizes</li> <li>• Compressed Bales: Bulk Packed for Large Scale Use.</li> </ul>					
<p><b>Tissue Paper</b></p> <ul style="list-style-type: none"> <li>• Material: Soft, Absorbent Paper, Typically made from Virgin Wood pulp</li> <li>• Sheet Count: 150-300 Sheets per Roll (For Toilet Tissue) or Pack (for Facial Tissue)</li> <li>• Sheet Size: Typically 9-10 Inches (For Facial Tissue) or 4 Inches by 4 Inches (For Toilet Tissue)</li> <li>• Thickness: 2ply or 3ply for Better Durability and Absorbency</li> <li>• Packaging: Individually wrapped or in Bulk Packs</li> </ul>	Packs	24	<p><b>Statement of Compliance</b></p> <hr/>		

<b>Trash Bag XL</b> <ul style="list-style-type: none"> <li>• Size: Typically 55-70 Gallons (Around 200-265 Liters)</li> <li>• Material: High-Density or Low-Density Polyethylene</li> <li>• Strength: Tear and Puncture-Resistant, Suitable for Heavy Duty Use.</li> <li>• Color: Black, Clear, or Colored</li> <li>• Features: Heavy-Duty, Leak Resistant, and Designated for Large Waste Bin</li> <li>• Thickness: 1.2 to Mil (0.03 to 0.05mm)</li> </ul>	Packs	24	<b>Statement of Compliance</b> <hr/>		
<b>Dishwashing Liquid</b> <ul style="list-style-type: none"> <li>• Formulation: Concentrated, Biodegradable Formula for Grease Cutting</li> <li>• Volume: 1 Gallon (3.8L)</li> <li>• Cleaning Power: Removes Grease and Food Residues.</li> <li>• pH Level: Mild and Skin-Friendly, Typically Neutral to Slightly Alkaline</li> <li>• Features: Low-foam, Gentle on Hands, and Effective in Both Warm and Cold Water</li> </ul>	Gal	12	<b>Statement of Compliance</b> <hr/>		
<b>Hand Sanitizer</b> <ul style="list-style-type: none"> <li>• Product Name: Hand Sanitizer</li> <li>• Volume: 500mL</li> <li>• Form: Gel/Liquid</li> <li>• Alcohol Content: 60%-80% Ethanol or Isopropyl</li> </ul>	Btl	20	<b>Statement of Compliance</b> <hr/>		

	Alcohol (as per WHO & FDA Recommendations) <ul style="list-style-type: none"> <li>• Fragrance: Fragrance Free or with Mild Fragrance (E.g., Aloe Vera, Lemon, Lavander)</li> <li>• Color: Clear or Slightly Colored</li> <li>• pH Level: 5.5- 7.0 (Skin-Friendly)</li> </ul>					
<b>Grand Total Cost for</b>		<b>Php</b> _____				
<b>Amount in words of Grand Total Cost for</b>		_____				
Please see attach reference ANNEX 1						
<b>OTHER REQUIREMENTS</b>				<i>Please indicate either: "Comply" or "Not Comply"</i>		
<b>Delivery Period</b>	Items shall be delivered within Twenty (20) Calendar Days upon receipt of Notice to Proceed					
<b>Delivery Place</b>	National Headquarters and Headquarters Service Support Group Supply Accountable Office (NHQ-HSSG SAO) at 161A, 652 Bonifacio Dr. Port Area Manila 1018 Manila					
<b>Payment</b>	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					
<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.					



**Contact Person for  
Clarification regarding  
technical specifications**

**ENS JHONEY MAYBEL J JAVIER PCG**

**TWG CHAIRMAN PCGCC**

Contact Number: 0917-106-7203/ 0998-343-8296

Email Address: maybelerza13@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 HSSG-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.

Floor Mat



Glass Cleaner and  
Wiper



Disinfectant Spray



Powder Detergent

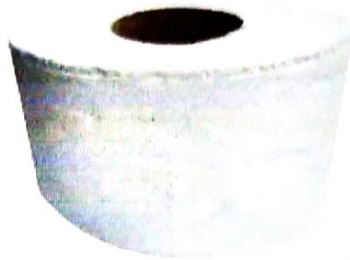




**Rags**



**Tissue Paper**



**Trash Bag**



**Dishwashing  
Liquid**



**Hand  
Sanitizer**

