



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
BIDS AND AWARDS COMMITTEE
139 25th Street, Port Area,
Manila 1018

SUPPLEMENTAL/ BID BULLETIN NO. 01-2025

This Supplemental/Bid Bulletin No. 01-2025 is issued to include the following clarifications/changes as an integral part of the Request for Quotation for the **Supply and Delivery of Meals for Various Activities of National Headquarters – Philippine Coast Guard (NHQ-PCG) for Fiscal Year (FY) 2025:**

A. *Eligibility and Technical Documents*

- a) Valid PhilGEPS Registration Certificate (Platinum Membership), including Annex/es;

The bidder having the Lowest or Single Calculated Quotation (L/SCQ) shall submit copies of the following to support the PhilGEPS Registration Certificate (Platinum Membership) for further verification and validation during post-qualification:

1. 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

For corporations, a General Information Sheet (GIS) shall be submitted clearly stating the details of the beneficial owner.

2. Valid Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. 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); **AND**
4. Audited Financial Statements (AFS), stamped "Received" by the BIR or its duly accredited and authorized institutions for Manual submission. For online submission, an email confirmation from the BIR in lieu of the manual "Received" stamping under Revenue Memorandum Circular No. 49-2020 or subsequent relevant issuances. Latest AFS stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

- b) Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, the definition of similar contracts shall refer to Supply and Delivery of Meals which shall be completed within the last 5 years prior to the date of submission of the best and final offer, equivalent to at least Fifty percent (50%) of the ABC per lot;
- c) Conformity with the Technical Specifications (Annex "A") and Schedule of Requirements (Annex "A1");
- d) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable*)

- e) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

B. Financial Documents

- f) Bid Form
- g) Price Schedule

Schedule of Requirements

The term of the contract shall be One Hundred Fifty-Five (155) Calendar Days from the date of receipt of the Notice to Proceed or until 31 December 2025, or until the total contract amount has been fully consumed, whichever comes first. The delivery of the required meals shall be on a per-activity basis, within the dates and schedule specified by the End-User Unit. The following meal schedule shall be strictly observed:

Breakfast – 07:00 AM to 07:30 AM
AM Snacks – 09:00 AM to 09:30 AM
Lunch – 11:30 AM to 12:00 NN
PM Snacks – 2:30 PM to 3:00 PM
Dinner – 5:30 PM to 6:00 PM

I hereby verify to comply with all the above requirements.

Signature over printed name of the authorized representative

Company name

Date

Issued this 15th day of July 2025.

By the authority of the Bids and Awards Committee:



RADM HOSTILLO ARTURO E CORNELIO PCG
Chairperson, NHQ-PCG BAC

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