




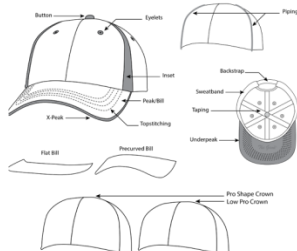

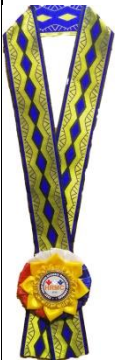
Philippine Coast Guard
HEADQUARTERS COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND
Bids and Awards Committee
 #56 Manuel L. Quezon St., Purok 1, New Lower Bicutan
 Taguig City

SUPPLEMENTAL / BID BULLETIN NO. 02-2024

This Supplemental/Bid Bulletin No. 02-2024 is issued to include the following amendments and clarifications as integral part of the Request for Quotation issued for the **Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC and Its Support Units for FY 2024.**

I. TECHNICAL SPECIFICATIONS

Name of Project: Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC and Its Support Units for FY 2024.				
ITEMS	Unit	Qty	Statement of Compliance (Please fill up each row with either: "Comply" or "Not Comply")	Brand Offered (Please indicate the brand to be offered)
Lot 1 Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC FY 2024				
1. Customized Paper Bag <ul style="list-style-type: none"> - Material: Glossy Canvass - Size: <ul style="list-style-type: none"> L – 10 in W – 4 in H – 12 in - Design: w/ CGHRMC Logo and Customized Layout 	pcs	200		

<p>2. Customized Cap</p> <p>White : 50pcs</p> <p>Blue : 50pcs</p> <ul style="list-style-type: none"> - Material: Cotton - Size: - Design: <p>w/ CGHRMC Logo and Customized Layout</p> <p>GAME PRO SIZING</p> <p>11 SIZE FITTED:</p> <p>6 5/8" = 20 3/4"</p> <p>6 3/4" = 21 1/2"</p> <p>6 7/8" = 21 3/4"</p> <p>7" = 22"</p> <p>7 1/8" = 22 3/8"</p> <p>7 1/4" = 22 3/4"</p> <p>7 3/8" = 23 1/4"</p> <p>7 1/2" = 23 5/8"</p> <p>7 5/8" = 24"</p> <p>7 3/4" = 24 3/8"</p> <p>8" = 25 1/4"</p> <p>5 SIZE STRETCH:</p> <p>XS 6 1/2" - 6 3/4" = 20 1/2" - 21 1/2"</p> <p>S 6 7/8" - 7 1/8" = 21 3/4" - 22 3/8"</p> <p>M 7 1/8" - 7 3/8" = 22 3/8" - 23 1/4"</p> <p>L 7 3/8" - 7 5/8" = 23 1/4" - 24"</p> <p>XL 7 5/8" - 8" = 24" - 25 1/4"</p> <p>2 SIZE STRETCH:</p> <p>S/M 6 3/4" - 7 1/4" = 21 1/2" - 22 3/4"</p> <p>L/XL 7 1/8" - 7 5/8" = 22 3/8" - 24"</p> <p>1 SIZE STRETCH:</p> <p>OSFM 7 1/8" - 7 5/8" = 22 3/8" - 24"</p> <p>2 SIZE ADJUSTABLE VELCRO:</p> <p>S/M 6 3/4" - 7 1/4" = 21 1/2" - 22 3/4"</p> <p>L/XL 7 1/8" - 7 5/8" = 22 3/8" - 24"</p> <p>GAME PRO TERMINOLOGY</p>  	pcs	100		
<p>3. Customized Certificate Holders</p> <ul style="list-style-type: none"> - Size: A4 Size - Design: <p>w/ CGHRMC Logo and Customized Layout</p>	pcs	150		
<p>4. Customized CGHRMC Leis</p> 	pcs	50		
<p>5. CGHRMC Staff and Sub-Units Fiber Glass Logo, 12 inches.</p>	pcs	70		
<p>6. Frames, 9x12 inches</p>	pcs	100		
<p>7. Paper Bag Brown 10x14 inches</p>	pcs	100		
<p>8. Stamp</p>	pcs	2		
<p>9. Dry Seal</p>	pc	1		
<p>10. Mementos for Visitors/Guests/VVIPs/VIPs</p>	pcs	18		



PCG Awards and Decorations

1. CG Distinguished Service Medal and Ribbon, gold plater medal with silk neck band, with box (1pc)



pc

1

2.CG Outstanding Achievement Medal and Ribbon, gold plated medal with silk neck brand, with box

pc

1



3. CG Bronze Cross Medal and Ribbon
(bronze plated medals)







4. CG Merit Medal and Ribbon (silver plated
metal, suspended in a ring, green silk ribbon)



5. CG Civic Action Ribbon (silver plated
medal, suspended in a ring, orange silk
ribbon)

	pc	1		
	pcs	5		
	pcs	5		

				
6. CG Commendation Medal and Ribbon (silver plated medal, suspended in a ring, yellow ribbon)				
	pcs	5		
7.CG Superior Achievement Medal and Ribbon (silver plated medal, suspended in a ring, blue stripe ribbon)				
	pcs	5		
Human Resource Management Officer Basic Course (HRMOBC) Class 04-2024				
1. Customized Schooling ID case with lace	pcs	90		
2. Acrylic Plaque	pcs	15		

				
3. HRMOBC Medal	pcs	10		
4. Lei	pcs	5		
5. Mementos for Training Directorates	pcs	5		
6. Mementos for Lecturers (Uniformed Personnel)	pcs	10		
7. Mementos for VIPs	pcs	6		
HRM Advance Course				
1. Certificate Frames	pcs	10		
2. Personalized Diploma Jacket with CGHRMC Logo (30pcs) <ul style="list-style-type: none"> - Size: A4 - Design: Customized w/ CGHRMC Logo 	pcs	30		
3. Customized Schooling ID case with Lace	pcs	30		
4. Customized Schooling Bag <ul style="list-style-type: none"> - Laptop Bag - w/ CGHRMC Logo 	pcs	30		
5. Customized Schooling Notebook <ul style="list-style-type: none"> - 100 leaves - w/ CGHRMC Logo 	pcs	30		
6. Customized Schooling Ballpen	pcs	30		
7. HRM Advance Course Medal	pcs	10		
8. Lei	pcs	10		



9. Mementos for VIPs	pcs	2		
10. Mementos for VIP (Graduation)	pc	1		
Name of Project: Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC and Its Support Units for FY 2024.				
General Terms and Conditions				
Requirement/s if awarded the contract:				
<p>Delivery Period and Completeness: Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.</p> <p>Delivery Site: Coast Guard Human Resource Management Command, #56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City</p> <p>Site Delivery Inspection (as Applicable): Coast Guard Human Resource Management Command, #56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City</p> <p>Defective items duly identified during the delivery shall be replaced within three (3) calendar days from receipt of the Notice to Rectify coming from the end-user and/or Technical Inspection and Acceptance Committee (TIAC).</p> <p>Warranty Period/Coverage of Warranty: Minimum of one (1) year upon acceptance/delivery principal place of business.</p> <p>Pre-Delivery Inspection: To be checked by at least majority of the TIAC Members at the principal place of business.</p> <p>Acceptance Parameters: The inspection and test shall be conducted at the Coast Guard Human Resource Management Command, #56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City 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> <ul style="list-style-type: none"> Brochures or sample pictures of each item for pre-approval of the TWG to comply with the acceptance parameters. <p>Post-qualification:</p> <p>The Lowest Calculated Bidder/s shall likewise be requested to submit copies of the following for verification:</p> <ul style="list-style-type: none"> Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and 				




<p>Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives; 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.</p> <ul style="list-style-type: none"> 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 Latest AFS stamped "received" by the BIR or its duly accredited and 39 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. 		
<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.</p>		
<p>Inspection and Tests</p> <p>The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.</p> <p>All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.</p>		


Notes:

- 1) No portion of the contract shall be sub-contracted;***
- 2) The Project shall be awarded by lot and shall have separate contracts for each lot.***
- 3) Price Quotation (unit and total prices) shall be rounded off up to two (2) decimal places***

II. FINANCIAL QUOTATION

Name of Project: Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC and Its Support Units for FY 2024.				
TECHNICAL SPECIFICATIONS AND/OR SCOPE OF WORK			BEST OFFER/QUOTATION	
ITEMS	Qty	Unit	Unit Cost (VAT Exclusive, Zero-Rated Transaction)	Total Cost (VAT Exclusive, Zero-Rated Transaction)
Lot 1 Supply and Delivery of Mementos, Souvenirs, and Other Customized Items for CGHRMC and Its Support Units for FY 2024.				
1. Customized Paper Bag <ul style="list-style-type: none"> - Material: Glossy Canvass - Size: <ul style="list-style-type: none"> L – 10 in W – 4 in H – 12 in - Design: w/ CGHRMC Logo and Customized Layout 	200	pcs		
2. Customized Cap <ul style="list-style-type: none"> - Material: Cotton - Size: <ul style="list-style-type: none"> L – 3.86 in W – 3.15 in B – 3.23 in - Design: w/ CGHRMC Logo and Customized Layout 	100	pcs		

					
3. Customized Certificate Holders - Size: A4 Size - Design: w/ CGHRMC Logo and Customized Layout	150	pcs			
4. Customized CGHRMC Leis 	50	pcs			
5. CGHRMC Staff and Sub-Units Fiber Glass Logo, 12 inches.	70	pcs			
6. Frames, 9x12 inches	100	pcs			
7. Paper Bag Brown 10x14 inches	100	pcs			
8. Stamp	2	pcs			
9. Dry Seal	1	pc			
10. Mementos for Visitors/ Guests/VVIPs/ VIPs 	18	pcs			

			
PCG Awards and Decorations			
<p>1. CG Distinguished Service Medal and Ribbon, gold plater medal with silk neck band, with box (1pc)</p> 	1	pc	
<p>2.CG Outstanding Achievement Medal and Ribbon, gold plated medal with silk neck brand, with box</p> 	1	pc	
<p>3. CG Bronze Cross Medal and Ribbon (bronze plated medals)</p>	1	pc	

				
4. CG Merit Medal and Ribbon (silver plated metal, suspended in a ring, green silk ribbon)				
	5	pcs		
5. CG Civic Action Ribbon (silver plated medal, suspended in a ring, orange silk ribbon)				
	5	pcs		
6. CG Commendation Medal and Ribbon (silver plated medal, suspended in a ring, yellow ribbon)	5	pcs		



7.CG Superior Achievement Medal and Ribbon (silver plated medal, suspended in a ring, blue stripe ribbon)



5

pcs

Human Resource Management Officer Basic Course (HRMOBC) Class 04-2024

1. Customized Schooling ID case with place

90

pcs

2. Acrylic Plaque



15

pcs

3. HRMOBC Medal

10

pcs

4. Lei

5

pcs

5. Mementos for Training Directorates	5	pcs		
6. Mementos for Lecturers (Uniformed Personnel)	10	pcs		
7. Mementos for VIPs	6	pcs		
HRM Advance Course				
1. Certificate Frames	10	pcs		
2. Personalized Diploma Jacket with CGHRMC Logo - Size: A4 Design: Customized w/ CGHRMC Logo	30	pcs		
3. Customized Schooling ID case with Lace	30	pcs		
4. Customized Schooling Bag - Laptop Bag - w/ CGHRMC Logo	30	pcs		
5. Customized Schooling Notebook - 100 leaves w/ CGHRMC Logo	30	pcs		
6. Customized Schooling Ballpen	30	pcs		
7. HRM Advance Course Medal	10	pcs		
8. Lei	10	pcs		
9. Mementos for VIPs	2	pcs		
10. Mementos for VIP (Graduation)	1	pc		
TOTAL COST:				
TOTAL COST:				

VALIDITY OF OFFER:

One hundred twenty (120) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Best Offer/Quotation

<u>FINANCIAL QUOTATION:</u>			
Lot Nr.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	Your Total Offered Quotation
1	Supply and Delivery of Office Supplies for CGHRMC and its Support Unit for FY 2024 - Supply and Delivery of Mementos, Souvenirs and other customized items for CGHRMC for FY 2024	Six Hundred Thousand Eight Hundred Ninety-Five Pesos (Php 600,895.00)	In words and figures:

<u>Payment Details:</u>	Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the services by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

For guidance and information of all concerned.



CG CAPT ARBIE T CASPILLO
BAC Chairperson, CGHRMC

