

REQUEST FOR QUOTATION

Date: _____

Name of Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required)¹: _____

The **Coast Guard Weapons, Communications, Electronics and Information System Command**, through its Bids and Awards Committee (BAC), intends to procure for the **SUPPLY AND DELIVERY OF CGWCEISC CEREMONIAL SUPPLIES AND OTHER MATERIALS (REPOSTING)** with an **Approved Budget for the Contract (ABC) of FOUR HUNDRED EIGHTY-FIVE THOUSAND SIX HUNDRED EIGHTY PESOS ONLY (₱ 485,680.00)** through **Section 34 – SMALL VALUE PROCUREMENT (SVP)** of the Implementing Rules and Regulations of Republic Act No. 12009.

Anent this, please quote your **best offer** for the item described herein, **Subject to the Terms and Conditions** indicated at the page 2 of this RFQ. Submit your quotation duly signed by your authorized representative **not later than 23 June 2025 at 08:00 AM** at CGWCEISC Procurement Unit, Coast Guard Weapons, Communications, Electronics and Information System Command, F. Ortigas St Brgy Additon Hills Mandaluyong City or via electronic mail at cgwprocurement@gmail.com.

The following documents are likewise required to be submitted along with the accomplished RFQ on the aforementioned deadline:

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your updated 2025 Mayor's or Business Permit shall be required to be submitted <u>after award of contract but before payment</u>
PhilGEPS Registration Number	No remarks
DTI Permit/ SEC Registration	No remarks
Latest Income or Business Tax Return	No remarks
Notarized Omnibus Sworn Statement (OSS)²	If unable to have the document notarized, you may submit a signed Nonnotarized OSS (in the prescribed template), subject to compliance therewith <u>after award of contract but before payment</u>

¹ Copy of PhilGEPS Certificate of Registration and Membership (Platinum or Red membership) shall be submitted as well along with the accomplished RFQ

Should you have questions or concerns on the subject procurement project, you may communicate with us at mobile number **+639064094900** or email us at cgwprocurement@gmail.com.


ENS PERLINA S ASANI PCG
CO, CGWCEISC – Procurement Unit

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 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.

TERMS AND CONDITIONS:

- (1) Bidders shall provide correct and accurate information required in this form.
- (2) 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.
- (3) Price quotation/s must be valid for a period of **One Hundred Twenty (120) Days** from the deadline of submission.
- (4) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- (5) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- (6) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Coast Guard Weapons, communication, Electronics and Information System Command 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 PE may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (9) The item/s shall be delivered according to the accepted offer of the bidder.
- (10) Item/s delivered shall be inspected by the HCGWCEISC TIAC on the scheduled date and time.
- (11) The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
- (12) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding**






bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.







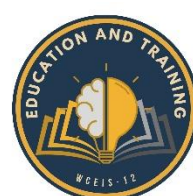


- (13) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Coast Guard Weapons, Communication, Electronics and Information System Command may terminate the contract once the 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.

FINANCIAL OFFER:

Please quote your **best offer** for the item below based on the aforementioned technical specifications. Please do not leave any blank items. Indicate "0" if item being offered is for free.

All prices quoted are INCLUSIVE of all applicable taxes Value Added Tax (VAT), income tax, local taxes, fiscal duties, and other charges relative to the acquisition and delivery of items to CGWCEISC.

SUPPLY AND DELIVERY OF CGWCEISC CEREMONIAL SUPPLIES AND OTHER MATERIALS (REPOSTING) APPROVED BUDGET FOR THE CONTRACT (ABC FOUR HUNDRED EIGHTY-FIVE THOUSAND SIX HUNDRED EIGHTY PESOS ONLY (P 485,680.00))				
ITEMS DESCRIPTION	UNIT	QUANTITY	OFFERED	TOTAL OFFERED QUOTATION
Mace for CGWCEISC and Staffs with Stand Size: 4ft Length, Head: 10inch Diameter Logo: Glossy Stand: Horizontal Material: Solid Wood   <p>CMCPO</p>  <p>WCEIS-1</p>  <p>WCEIS-2</p>  <p>WCEIS-3</p>	pcs	12		

<div data-bbox="258 91 489 311">  <p>WCEIS-4</p> </div> <div data-bbox="564 91 748 311">  <p>WCEIS-5</p> </div> <div data-bbox="277 356 470 551">  <p>WCEIS-6</p> </div> <div data-bbox="564 356 756 551">  <p>WCEIS-7</p> </div> <div data-bbox="277 595 497 815">  <p>WCEIS-10</p> </div> <div data-bbox="557 595 756 815">  <p>WCEIS-11</p> </div> <div data-bbox="277 860 470 1055">  <p>WCEIS-12</p> </div> <div data-bbox="564 860 756 1079">  <p>WCEISC-Adjutant</p> </div>				
<p>CGWCEISC Major Units Flag, Pole with Clip, and Stand</p> <div data-bbox="293 1352 697 1727">  </div> <p>Flag Size: 3ft x 5ft Flag Background: Navy Blue Stand & Pole Material: Solid Wood Pole Size: 99in Pole Diameter: 1in Stand Height: 12in</p>	pcs	4		

<p>Stand & Pole Color: Brown</p> <p>Logo Size: 22in</p> <p>Logo: Embroidered, Centered</p> <p>Spearhead: 7in, Brass, Spade Shape</p> <p>Fringe: Golden Yellow</p> <div data-bbox="225 427 443 645"> </div> <p>CGWCEIS-COMELS</p> <div data-bbox="504 427 722 645"> </div> <p>CGWCEIS - WS</p> <div data-bbox="213 759 427 976"> </div> <p>CGWCEIS - TI</p> <div data-bbox="497 748 719 965"> </div> <p>CGWCEIS - IS</p>				
<p>CGWCEISC Support Group Flag, Pole with Clip, and Stand</p> <div data-bbox="276 1337 699 1724"> </div> <p>Flag Size: 3ft x 5ft</p> <p>Flag Background: Orange</p> <p>Stand & Pole Material: Solid Wood</p> <p>Pole Size: 99in</p> <p>Pole Diameter: 1in</p> <p>Stand Height: 12in</p>	pcs	3		

<p>Stand & Pole Color: Brown</p> <p>Logo Size: 22in</p> <p>Logo: Embroidered, Centered</p> <p>Spearhead: 7in, Brass, Spade Shape</p> <p>Fringe: Golden Yellow</p> <div data-bbox="233 450 440 658"> </div> <p>HSG</p> <div data-bbox="504 450 727 658"> </div> <p>COMMS GRP</p> <div data-bbox="233 770 448 978"> </div> <p>CGTG</p>				
<p>CGWCEISC Special Unit Flag, Pole with Clip, and Stand</p> <div data-bbox="277 1279 676 1653"> </div> <p>Flag Size: 3ft x 5ft</p> <p>Flag Background: Navy Blue</p> <p>Stand & Pole Material: Solid Wood</p> <p>Pole Size: 99in</p> <p>Pole Diameter: 1in</p> <p>Stand Height: 12in</p> <p>Stand & Pole Color: Brown</p>	pcs	3		

<p>Logo Size: 22in</p> <p>Logo: Embroidered, Centered</p> <p>Spearhead: 7in, Brass, Spade Shape</p> <p>Fringe: Golden Yellow</p> <div data-bbox="233 322 453 546"> </div> <p>CGWCEIS- FLEET</p> <div data-bbox="544 315 759 533"> </div> <p>CGWCEIS - PU</p> <div data-bbox="233 680 453 904"> </div> <p>CGWCEIS - DRDU</p>				
<p>CGWCEISC Regional Center Flag, Pole with Clip, and Stand</p> <div data-bbox="280 1256 798 1727"> </div> <p>Flag Size: 3ft x 5ft</p> <p>Flag Background: Orange</p> <p>Stand & Pole Material: Solid Wood</p> <p>Pole Size: 99in</p> <p>Pole Diameter: 1in</p> <p>Stand Height: 12in</p>	pcs	16		

Stand & Pole Color: Brown

Logo Size: 22in

Logo: Embroidered, Centered

Spearhead: 7in, Brass, Spade Shape

Fringe: Golden Yellow



CGWCEIS -NCR-
CL



CGWCEIS-NELZN



CGWCEIS-NWLZN



CGWCEIS - BCL



CGWCEIS - WV



CGWCEIS - SV



CGWCEIS - PAL



CGWCEIS - CV



CGWCEIS - EV








CGWCEIS - STL









CGWCEIS - NM





CGWCEIS – NEM

<div data-bbox="212 103 418 304"></div> <div data-bbox="201 309 445 347" data-label="Caption">CGWCEIS - SEM</div> <div data-bbox="499 103 708 304"></div> <div data-bbox="485 309 745 347" data-label="Caption">CGWCEIS – SWM</div> <div data-bbox="212 362 418 564"></div> <div data-bbox="201 595 365 669" data-label="Caption">CGWCEIS- BARM</div> <div data-bbox="499 362 708 564"></div> <div data-bbox="485 595 710 633" data-label="Caption">CGWCEIS - SM</div>				
<div data-bbox="186 1061 756 1137" data-label="Section-Header"> CGWCEISC Flag, Pole with Clip, and Stand </div> <div data-bbox="280 1225 775 1691"></div> <div data-bbox="186 1760 466 1803" data-label="Text"> Flag Size: 3ft x 5ft </div> <div data-bbox="186 1796 630 1841" data-label="Text"> Flag Background: Navy Blue </div> <div data-bbox="186 1832 671 1872" data-label="Text"> Stand & Pole Material: Solid Wood </div> <div data-bbox="186 1890 403 1928" data-label="Text"> Pole Size: 99in </div> <div data-bbox="186 1946 454 1986" data-label="Text"> Pole Diameter: 1in </div> <div data-bbox="186 2002 456 2047" data-label="Text"> Stand Height: 12in </div> <div data-bbox="186 2060 569 2103" data-label="Text"> Stand & Pole Color: Brown </div>	pc	1		

<p>Logo Size: 22in</p> <p>Logo: Embroidered, Centered</p> <p>Spearhead: 7in, Brass, Spade Shape</p> <p>Fringe: Golden Yellow</p> 				
<p>Framed 1-star</p>  <p>Frame: Dark Brown, Solid Wood</p> <p>Frame Size: 8in H x 12in L</p> <p>Number of Stars: One (1)</p> <p>Star Size: 3in Diameter</p> <p>Star Material: Die Cast Aluminum</p> <p>Star Finish: Polished Shiny Gold</p> <p>Star Positioning: Center</p>	pc	1		
<p>Framed 2-star</p>  <p>Frame: Dark Brown, Solid Wood</p> <p>Frame Size: 8in H x 12in L</p> <p>Number of Stars: Two (2)</p> <p>Star Size: 3in Diameter</p> <p>Star Material: Die Cast Aluminum</p> <p>Star Finish: Polished Shiny Gold</p> <p>Star Positioning: Center</p>	pc	1		

Framed 3-star  Frame: Dark Brown, Solid Wood Frame Size: 8in H x 12in L Number of Stars: Three (3) Star Size: 3in Diameter Star Material: Die Cast Aluminum Star Finish: Polished Shiny Gold Star Positioning: Center	pc	1		
CGWCEISC Logo Dry Seal  Material: Cast Iron with Matte Black Finish Size: 9in H x 5.5in L Footprint: 1.5in W x 5.5in L Logo/Seal Size: 2in Diameter Logo Shape: Circular	pcs	2		
Big Scissor  Size: 25in L Material: Stainless Steel Color: Metallic Gold	pcs	2		
Ribbon	pcs	10		

 <p>Color: Orange Width: 15cm</p>				
<p>Ribbon</p>  <p>Color: Blue Width: 15cm</p>	pcs	10		
TOTAL				Php

After having carefully read and accepted the Instructions, and Terms and Conditions, I/we submit our quotation/s for the item/s as noted above.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Official Email Address/es

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within sixty (60) calendar days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account. Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

