



PAMBANSANG PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
1018 Manila

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NHQ-PCG / CG-1/CG-4

MEMORANDUM CIRCULAR
NUMBER 03-19

“PHILIPPINE COAST GUARD PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT (PCIE) AND COMBAT CLOTHING AND INDIVIDUAL EQUIPMENT (CCIE) MANAGEMENT SYSTEM”

I. REFERENCE

II. PURPOSE

This Memorandum Circular (MC) prescribes the guidelines and procedure in acquisition and distribution of the Personal Clothing Individual Equipment (PCIE) and Combat Clothing Individual Equipment (CCIE) items for the new PCG recruits and personnel of the PCG. It aims to ensure that PCIE and CCIE items are in conformity with the existing standard specification and will be acquired only from the qualified suppliers/proponents. It also aims to facilitate the timely acquisition and delivery of the PCIE and CCIE items for new PCG recruits and personnel.

III. OBJECTIVES

- a. To ensure a systematic procedure in the procurement and distribution of PCIE and CCIE items for the new PCG recruits and personnel;
- b. To prevent the delivery of substandard and defective PCIE and CCIE items;
- c. To hasten the delivery and issuance of PCIE and CCIE items; and
- d. To ensure that the distributor of PCIE and CCIE are authorized supplier.

IV. DEFINITION OF TERMS:

- a. **Blacklisted Proponent** - is the previously authorized proponents of the PCG who was subsequently precluded from transacting business with the PCG for violation of the existing policies, rules and regulations.

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- b. **Coast Guard Man's Course (CGMC)** - is the training conducted for the aspiring applicants who wish to be enlisted in the PCG.
- c. **Coast Guard Officer's Course (CGOC)** - is the training conducted for the aspiring applicants before acquiring the rank of officer of the PCG.
- d. **Combat Clothing and Individual Equipment (CCIE)** - is the other PCG uniforms, insignias, and accoutrement to be utilized by the new PCG recruits upon entry into service and personnel of the PCG.
- e. **Distribution** - is the movement of goods and services from the source through a distribution channel, right to the customer, consumer or end-user.
- f. **Distributor** - a person or firm who markets goods on a large scale.
- g. **Manufacturer** - a person or firm producing items or goods on a large scale by hand or machine, or both, especially with a division of labor.
- h. **PCG Authorized/Qualified Proponent** – are the manufacturers, suppliers and distributors issued with Certificate of Conformity (COC) after the prototype/sample of PCG items have passed the test and evaluation conducted by other government testing institutions.
- i. **PCIE and CCIE Acquisition Committee (PCAC)** - a committee that represents the PCG recruits and personnel, specifically in the acquisition of PCIE and CCIE items.
- j. **Personal Clothing and Individual Equipment (PCIE)** - refers to the PCG uniforms to be used by the new PCG recruits upon entry into the service. It is also called Initial Clothing Allowance (ICA).
- k. **Supplier** - any dealer, trader or businessman dealing, producing or manufacturing supplies.
- l. **Technical Control Team** - those who are knowledgeable in the technical aspect of specific products and ensure that the delivered items conformed to the standard specifications.

V. GUIDELINES

A. POLICIES:

A.1 The PCIE/ICA and CCIE shall be made available and issued in kind as soon as possible and shall be distributed to all new PCG recruits;

A.2 To ensure that the recruits will properly utilize the allowance according to its purpose, the PCIE and CCIE shall be created in the National Headquarters Philippine Coast Guard. The PCIE/CCIE Acquisition Committee shall be responsible in supervising and facilitating the acquisition of PCIE and CCIE items and shall be directly responsible in dealing with qualified proponents;

A.3 PCIE and CCIE items shall only be procured from the PCG qualified proponents;

A.4 All purchased PCIE and CCIE items must conform with the approved standard specifications to ensure uniformity of the items and guarantee their superior quality, craftsmanship and durability;

A.5 For purposes of uniformity and collective acquisition, the items shall be subject to annual inflation rate;

A.6 Prior entering into contracts by the parties, a PCG Legal Officer may be requested to the same to ensure that the following terms and condition are reflected therein;

A.7 Delivery of PCIE items will delivered at least three (3) days prior to the scheduled oath-taking of recruits while delivery of CCIE items will be delivered within sixty (60) days after the oath-taking;

A.8 Inclusion of a warranty provision to ensure that the delivered items are free from any defects;

A.9 Imposition of administrative sanction by black listing and revocation of Certificate of Conformity (COC) in case of breach of contract;

A.10 The following documents shall form part of the contracts:

A.10.1 Approved specifications by the Committee;

A.10.2 Resolution related to the issuance of PCIE and CCIE; and

A.10.3 Commandant, PCG approved Disposition Form on the issuance of PCIE and CCIE.

A.11 PCG Recruits

The following PCIE/ICA items shall be issued in-kind to PCG recruits who will undergo training for purposes of providing them training paraphernalia and shall be given three (3) days before the oath-taking:

Table 1.0 PCIE/ICA for Coast Guard Officer's Course (CGOC) and Coast Guard Man's Course (CGMC)

ITEMS NR	GENERAL DESCRIPTION	QTY/ TIME	QTY PER PERSON
1	Athletic Shoes	pair	1
2	Bath Towel	pc	2
3	Bedsheet (Blue)	pc	2
4	Bedsheet (White)	pc	2
5	Belt Buckles, Brass	pc	1
6	Canteen Cup with Pouch	set	1
7	Combat Boots	pair	1
8	Duffle Bag	pc	1

9	Garterized Belt	pc	1
10	HBT Cap	pc	1
11	Pillow Case (Blue w/ CG Print)	pc	2
12	Pillow Case (White w/ CG Print)	pc	2
13	Pillow Foam	pc	1
14	Poncho	pc	1
15	School Bag	pc	1
16	Socks, Athletic (White)	pair	3
17	Socks, Combat (Black)	pair	3
18	T-shirt (R-neck)	pc	5
19	T-shirt (V-neck)	pc	5

A.12 Candidate Coast Guard Officer (CCGO)/Candidate Coast Guard Man (CCGM)

The following CCIE items shall be issued in kind to CCGO and CGMC currently undergoing training for purposes of providing initial uniform and shall be given sixty (60) days after the oath-taking.

Table 2.0 CCIE for Coast Guard Officer's Course (CGOC) and Coast Guard Man's Course (CGMC)

ITEM NR	GENERAL DESCRIPTION	QTY/ TIME	QTY PER PERSON
1	Dress Shoes	pair	1
2	Oversea Cap with Insignia (CGMC)	pc	1
3	Pershing Cap (CGOC)	pc	1
4	Collar Pin (Ensign)	pair	1
5	Name Plate	pc	1
6	Shoulder Board (Ensign)	pair	1
7	Shoulder Loop (Ensign)	pair	1

B. COMPOSITION OF PCIE AND CCIE ACQUISITION COMMITTEE (PCAC):

B.1 The PCAC shall be created to plan the acquisition/procurement of all PCIE and CCIE items:

Commander, CGETC	Chairman
Commander, HRMS	Vice-Chairman
DCCGS for Human Resource Management, CG-1	Member
DCCGS for Logistics, CG-4	Member
DCCGS for Comptrollership, CG-6	Member
DCCGS for Education and Training, CG-12	Member
Commander, Coast Guard Legal Service	Member
Command First Master Chief	Member
CG-1, CG-4 and CGETC	Secretariat

B.2 The personnel of CG-1, CG-4 and CGETC are the designated Secretariats of the PCAC, which will be responsible for the supervision of PCIE and CCIE acquisition and distribution, and repository of all records; and

B.3 The Technical Control Team (TCT) shall assist the PCAC during the procurement of PCIE and CCIE to ensure that the delivered items conformed to the standard specifications.

C. RESPONSIBILITIES OF THE PCAC:

C.1 The PCAC shall have the following functions:

C.1.1 PCAC shall convene within thirty (30) days before the scheduled deliberation of PCG recruits;

C.1.2 Ensure that the PCIE and CCIE fund is available for distribution to the new PCG recruits as soon as possible;

C.1.3 Convene the Committee for the purpose of planning the acquisition of the PCIE and CCIE items. The following shall be discussed during the preparation stage:

C.1.3.1 Latest List of Items to be procured;

C.1.3.2 Price of PCIE and CCIE items;

C.1.3.3 List of qualified proponents;

C.1.3.4 Standard required by the Committee;

C.1.3.5 Terms and Conditions of Contract;

C.1.3.6 Procedures in the acquisition of PCIE and CCIE items; and

C.1.3.7 List of first and second tranches of PCIE and CCIE items.

C.1.4 Coordinate with Commander, Coast Guard Procurement Service (CGPS) for the issuance of latest list of qualified proponents for the supply and delivery of PCIE and CCIE items;

C.1.5 Issue formal notice or invitation to the qualified proponents to join the collective acquisition of PCIE and CCIE items;

C.1.6 Set the date for the collective purchase/acquisition of PCIE and CCIE items;

C.1.7 Ensure execution of the contract by the parties;

C.1.8 Impose or recommend the imposition of the required administrative penalties of blacklisting and/or cancellation of COC, after compliance with the due process requirements; and

C.1.9 Check the compliance to ensure that the delivered items are in conformity with standard specification.

D. PROCEDURES

D.1. PCIE

D.1.1 PRE-ACQUISITION STAGE:

The acquisition stage shall commence immediately after the termination of Psychology Screening of the recruitment process or prior the processing of appointments of the new PCG. For this purpose, the following are the procedures to be undertaken:

D.1.1.1 The Chairman, PCIE Committee shall call for a meeting thirty (30) days before the scheduled deliberation of the new PCG recruits to discuss and plan;

D.1.1.2 The Committee shall send out invitation letters to all qualified suppliers/proponents, specifying among others, the following:

D.1.1.2.1 The PCIE items to be supplied;

D.1.1.2.2 Requirement of submission of at least one sample on every PCIE item that passed the standard specifications; and

D.1.1.2.3 Schedule of the collective acquisition activities and its venue.

D.1.1.3 A pre-acquisition conference shall be scheduled by the PCIE Committee at least seven days after the qualified suppliers/proponents were notified to give them chance to ask clarifications on the requirement of the PCG recruits.

D.1.2 ACQUISITION STAGE:

D.1.2.1 The actual collective acquisition (**actual selection**) of PCIE items shall be scheduled at least three (3) days after the pre-acquisition conference. The selection process shall be exclusively done by the members of the Committee. In order to maintain fairness and impartiality and to avoid influence from some suppliers/ proponents, the submitted samples shall bear no brand names or labels of the suppliers.

D.1.2.2 The PCIE items shall ranked by the Committee from the most preferred to the least preferred. After which, the supplier/proponents shall be informed of the result of the selection process conducted by the Committee. The criteria to be followed in the selection of the preferred items shall be as follows:

D.1.2.2.1 Lowest unit Price;

D.1.2.2.2 Proponents with issued COC; and

D.1.2.2.3 Color, dimension and features of the items shall resemble the samples of the items selected.

D.1.2.3 The most preferred items shall immediately undergo the post-qualification test by submitting its sample to the QCT for Examination. If the sample submitted by the suppliers failed the required test, the next second preferred item shall be subjected to the same test. Should the sample of the second preferred items still failed, the same test shall be done to the remaining supplier until a proponent has passed the qualification standard. The item that passed the post-qualification requirements shall be declared as the winning PCIE item and the contract shall be under taken by the QCT based on the approved standard specifications;

D.1.2.4 A supply Contract shall then be executed by and between the PCIE Chairman and the winning supplier/proponent; and

D.1.2.5 A Notice To Proceed (NTP) shall be issued, indicating therein the specific date of delivery of PCIE/ICA item.

D.1.3 DELIVERY AND ACCEPTANCE:

D.1.3.1 The delivery of the procured PCIE items shall be made at least three (3) days prior to the scheduled oath taking;

D.1.3.2 Individual measurement for the applicable PCIE items shall be done as soon as the winning supplier is declared;

D.1.3.3 During the delivery of PCIE items, the Committee and QCT shall convene to ensure the completeness of the items, check and evaluate the quality prior to "Conditional Acceptance" by the committee; and

D.1.3.4 After the inspection and evaluation, the selected/winning suppliers/proponents together with the Commander, CGETC and PCAC shall distribute the PCIE items to all the recruits. Complaints or noted defects on PCIE items should be immediately and properly addressed by the concerned suppliers/proponents within fifteen (15) days from the date of receipt of the complaint or defect noted. After which, "Final Acceptance," which is scheduled thirty (30) days after the inspection and evaluation may be conducted.

D.1.4 TERMINATION OF CONTRACT BY PCAC:

D.1.4.1 In case the supplier failed to deliver the PCIE within the delivery period, the committee shall rescind/terminate the contract, without prejudice to other course of action and remedies available to it; and

D.1.4.2 Accordingly, the procedures provided under para 8 (b) shall be performed for purpose of pre-procurement. If the procedures still fails, it shall be repeated until a contract is awarded to a new supplier.

D.2. CCIE

D.2.1 The DCS for HRM, CG-1 thru the PCAC shall prescribe yearly the total cost of CCIE items in peso value that must be received by each new PCG trainees based on the prevailing price index for the clothing items under this memorandum circular.

D.2.2 The DCS for Logistics, CG-4 being the program director for CCIE shall include the requirements in the Annual Plan and Budget.

D.2.3 The Commander, CGETC may prescribe additional/reduced quantity of items for issuance as long as the approved total cost of peso value of all items for issue will not be exceeded.

D.2.4 The DCS for Logistics, CG-4 shall issue a Procurement Directive to the Coast Guard Procurement Service to initiate the procurement process of the prescribed items of clothing in compliance with RA 9184 or the Procurement Law and its IRR.

D.2.5 Clearing/dropping of the clothing items from the responsibility of the SAO/RSO shall be in accordance with established policies and procedures.

D.2.6 The Commander, CGETC thru the PCG Uniform Board may prescribe changes in the specification and quantity of items of uniform list for the trainees whenever the need for such changes occur.

D.2.7 The PCAC shall, at the start of each calendar year, prepare and publish a price index and recommend for update on technical specification of clothing and equipment under this Circular, for purposes of management control and as an aid to planning, budgeting, and procurement.

D.2.8 The authorized individual clothing and equipment for male and female trainees shall follow the current specification prescribed by this Headquarters (Attn: PCAC)

VI. LIABILITIES

- a. Any PCG personnel who shall be found meddling for influencing the new PCG recruits in the selection of qualified suppliers/proponents for the procurement of PCIE and CCIE items shall be dealt with accordingly under existing rules and regulations;
- b. Any PCG personnel who will act as manufacturer, supplier or distributor of PCIE and CCIE items, if evidence warrants, shall be criminally and administratively charged;
- c. Upon submission of written PCIE/CCIE procurement report of the PCAC, after validating the veracity of the report, shall impose an administrative penalty of cancelation or revocation of COC and/or blacklisting the supplier in joining PCIE/CCIE procurements for a period of two years, based on any of the following grounds; and

d. Black listed suppliers/proponent shall be disqualified from transacting business related to PCIE and CCIE with the PCG for two (2) years.

VII. REPEALING CLAUSE

All policies, guidelines, issuance, rules and regulations pertaining to the PCIE and CCIE contrary to this MC are hereby revoked/ rescinded for purposes of consistency and uniformity.

VIII. EFFECTIVITY

This MC shall take effect after fifteen (15) days upon publication.

BY COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL


LIEZEL B. BAUTISTA
CDR PCG
Coast Guard Adjutant

21/06/19

EDUARDO D. FABRICANTE
COMMO PCG
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