



Republic of the Philippines  
**Department of Agriculture**  
**AGRICULTURAL CREDIT POLICY COUNCIL**  
28/F One San Miguel Avenue (OSMA) Bldg.,  
San Miguel Avenue corner Shaw Blvd.,  
Ortigas Center 1605 Pasig City  
Tel. Nos. 8634-3320 to 21; 8634-3326 / Fax Nos. 8634-3319; 8584-3691



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Date: October 21, 2022  
RFQ No. 2022 – 039

### **REQUEST FOR QUOTATION (RFQ)**

The Agricultural Credit Policy Council (ACPC) through its Bids and Awards Committee (BAC), intends to procure:

### **PROCUREMENT OF THIRTEEN (13) OFFICE PRODUCTIVITY TOOLS**

Approved Budget for the Contact : PhP 240,000  
Purchase Request/s No : 2022-09-513  
Mode of Procurement : NP-Small Value Procurement (Sec. 53.9)

Interested bidders/supplier of known qualifications are hereby invited to submit quotation signed by its authorized representative at the below address and/or thru email to the following addresses:

**Agricultural Credit Policy Council**  
28F One San Miguel Ave. Building, San Miguel  
Ave. cor. Shaw Blvd., Ortigas Center, Pasig City

**Ma. Cathrina R. Pelagio**  
BAC Secretariat  
mcrpelagio@acpc.gov.ph

**Hanna Candy B. Gonzales**  
BAC Secretariat  
hcbgonzales@acpc.gov.ph

Supplier who will submit proposals with the **lowest calculated quotations shall be selected**. A copy of the following documentary requirements as prescribed in the IRR of RA 9184 for NP-Small Value Procurement (Sec 53.9) shall be submitted on or before **October 28, 2022 (Friday), 5PM.**

1. Mayor's/Business Permit
2. PhilGEPS Registration Certificate
3. DTI/SEC Registration
4. Latest Income Tax Return
5. Notarized Omnibus Sworn Statement

#### **INSTRUCTION TO SUPPLIER**

- Submit your quotation using the prescribed **Quotation Form** (Annex A of the RFQ).
- Accomplish the Quotation Form and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **accomplished prescribed/standard Quotation Form** and **Documentary Requirements within the prescribed deadline** shall automatically be disqualified.

Very truly yours,

**DIR. MAGDALENA S. CASUGA**  
BAC CHAIRPERSON

Rachel Bustamante (Oct 21, 2022 10:59 GMT+8)

**QUOTATION FORM**

**Name of Company** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Contact Person** : \_\_\_\_\_  
**Contact Number** : \_\_\_\_\_  
**Email address** : \_\_\_\_\_  
**TIN** : \_\_\_\_\_

After having carefully read and accepted the Terms and Conditions of this RFQ specified Annex B, hereunder is our quotation/s for the item as follows:

Item No.	QTY/UNIT	Approved Budget for the Contract (ABC)	Description and Technical Specifications	Supplier's Price Proposal (VAT Inclusive)	
				Unit Price	Total Price
1	13 units	₱ 240,000.00	<b>Office Productivity Tools</b> <b>Version: 2021</b> <b>Overview:</b> Tool which provides office apps and email for small businesses who want to install them on one Mac or Windows PC for use at home or work. <b>Highlights:</b> Includes classic versions of office apps; Technical support included for 60 days at no extra cost; Licensed for home and commercial use <b>What's in the Box:</b> Alpha-numeric PIN and product key <b>Tech Specs:</b> Internet Access: Some features require internet access Media: Activation code and download link		
			*** VAT Inclusive***		
			<b>Note:</b> Kindly specify the brand and attached a brochure of the items offered.	<b>TOTAL:</b>	

*I hereby certify to comply and deliver all the above requirements.*

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position and Designation

\_\_\_\_\_  
Date

## TERMS AND CONDITION

### I. VALIDITY OF PRICE QUOTATIONS AND OTHER IMPORTANT REMINDERS

- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies Payable.
- Price validity shall be valid for a period of thirty (30) calendar days from the date of submission.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment, three (3) years for IT equipment from date of acceptance by the end-user.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- The bidders are required to submit brochures, pictures and technical data pertaining to the brand and model of the item being offered.
- In case two or more bidders are determined to have submitted the Lowest Calculated Quotation, ACPC shall adopt a tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Award of Contract shall be made to the supplier/bidder with the lowest quotation and who has complied with the minimum technical specifications and other terms and conditions stated herein.

### II. DOCUMENTARY REQUIREMENTS

The following Eligibility Requirement must be submitted along with your quotation:

- a. Mayor's/Business Permit
- b. PhilGEPS Registration Certificate
- c. SEC/DTI Registration
- d. Latest Income Tax Return
- e. Omnibus Sworn Statement

### III. DELIVERY SCHEDULE AND ACCEPTANCE

- Delivery period must be within **thirty (30) calendar days** upon receipt of the approved Purchase Order.
- The items shall be delivered according to the requirements specified herein.
- ACPC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 calendar days from notice, replace all defective items at no cost to the ACPC.

### IV. PAYMENT TERMS AND LIQUIDATED DAMAGES

- Payment shall only be processed after the submission of billing statement/invoice and upon completion of delivery of all services listed in the Purchase Order/ Contract as well as upon inspection and acceptance of the goods by the end-user.

PAYMENT DETAILS:	
<b>Banking Institution:</b>	
<b>Account Number:</b>	
<b>Account Name:</b>	
<b>Branch</b>	

- 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.

### V. DEADLINE OF SUBMISSION

- Quotations duly signed by the supplier's authorized representative should be submitted to the **BAC Secretariat** not later than **October 28, 2022 (Friday), 5PM** through a sealed envelope at the ACPC office in 28F One San Miguel Ave. Building, San Miguel Ave. cor. Shaw Blvd., Ortigas Center, Pasig City or through email. Quotations submitted after the said deadline shall not be accepted and considered. Any erasures or overwriting shall be valid only if these are signed or initialed by the bidder or his/her authorized representative/s.

I hereby declare that I understand and acknowledge the terms and conditions listed.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position and Designation

\_\_\_\_\_  
Date