



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL CREDIT POLICY COUNCIL**  
28/F One San Miguel Avenue (OSMA) Bldg.,  
San Miguel Ave cor Shaw Blvd.,  
Ortigas Center 1605 Pasig City  
Tel. Nos. 8634-3320 to 21; 8634-3326/  
Fax Nos. 8634-3319; 8584-3861



Management  
System  
ISO 9001:2015



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ID 9108657900

Date: March 13, 2024  
RFQ No. 2024 – 008

### **REQUEST FOR PROPOSAL (RFP)**

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

#### **ENGAGEMENT OF SERVICE PROVIDER FOR THE MAINTENANCE AND IMPROVEMENT OF EXISTING QUALITY MANAGEMENT SYSTEM (QMS) AND INTERNAL QUALITY AUDIT (IQA)**

Approved Budget for the Contact : PhP 500,000.00  
Purchase Request/s No : 2024-02-078  
Mode of Procurement : NP-Small Value Procurement (Sec. 53.9)

Interested bidders/supplier of known qualifications are hereby invited to submit proposal 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  
[procurement@acpc.gov.ph](mailto:procurement@acpc.gov.ph)

Rachel A. Bustamante  
Head, BAC Secretariat

Supplier who will submit proposals with the Lowest Calculated proposal shall be selected. A copy of below list of requirements shall be submitted on or before **March 21, 2024 (Thursday). 5PM.**

#### **Documentary Requirements:**

1. Mayor's/Business Permit (*in case of expired permit, submit a copy of recently expired permit and Official Receipt as proof of renewal*)
2. PhilGEPS Registration Certificate
3. Notarized Omnibus Sworn Statement

#### **INSTRUCTION TO SUPPLIER**

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

Very truly yours,

MSCasuga  
MSCasuga (Mar 14, 2024 13:55 GMT+8)

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

Rachel Bustamante  
Rachel Bustamante (Mar 14, 2024 08:31 GMT+8)

**PROPOSAL FORM**

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

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

<b><u>ENGAGEMENT OF SERVICE PROVIDER FOR THE MAINTENANCE AND IMPROVEMENT OF EXISTING QUALITY MANAGEMENT SYSTEM (QMS) AND INTERNAL QUALITY AUDIT (IQA)</u></b>					
<b><i>(ABC: PhP 500,000.00)</i></b>					
<b>Item</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>
1	ENGAGEMENT OF SERVICE PROVIDER FOR THE MAINTENANCE AND IMPROVEMENT OF EXISTING QUALITY MANAGEMENT SYSTEM (QMS) AND INTERNAL QUALITY AUDIT (IQA)  TERMS OF REFERENCE (Attached in Annex C)  <b><i>Note: The commencement date will be on the 3<sup>rd</sup> week of May 2024</i></b>	1	lot		
	<b><i>** Nothing Follows**</i></b>				
	<b><i>(Price Proposal must be VAT Inclusive)</i></b>			<b>TOTAL COST</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 PROPOSAL AND OTHER IMPORTANT REMINDERS**

- Price proposal/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.
- Proposals 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 Proposal, 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 proposal 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 proposal:

- a. Mayor's/Business Permit
- b. PhilGEPS Registration Certificate
- c. Omnibus Sworn Statement

**III. DELIVERY SCHEDULE AND ACCEPTANCE**

- The Service Provider/Supplier must complete all works within thirty (30) days from the conforme/approval of the Purchase Order (PO).
- 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:	
Banking Institution:	
Account Number:	
Account Name:	
Branch	

- 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**

- Proposals duly signed by the supplier's authorized representative should be submitted to the BAC Secretariat not later than **March 21, 2024 (Thursday) 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. Proposals 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**





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## **ANNEX C**

### **TERMS OF REFERENCE**

#### **THE ENGAGEMENT OF SERVICE PROVIDER FOR THE MAINTENANCE AND IMPROVEMENT OF EXISTING QUALITY MANAGEMENT SYSTEM (QMS) AND INTERNAL QUALITY AUDIT (IQA)**

##### **I. Approved Budget for the Contract (ABC)**

The rate for the engagement of services for the maintenance and improvement of ACPC's existing Quality Management System (QMS) and Internal Quality Audit (IQA) for the purpose of the recertification of ISO 9001:2015 should be within the budget of **Five Hundred Thousand Pesos (Php 500,000.00)** inclusive of VAT. Financial proposals received in excess of the approved budget for the contract shall be automatically rejected.

##### **II. Justification of Work:**

In 2023, ACPC was successfully awarded an ISO 9001:2015 re-certification. TUV Rheinland conducted a recertification audit which revealed several laudable observations in terms of customer satisfaction, achievement of targets, data security, document control, new program development, preventive and effective risk reduction measures, service sustainability, innovations, and other improvements and additional measures proving that ACPC works in conformity with international standards. To make these findings possible, ACPC was assisted by a service provider in the conduct of the Internal Quality Audit and provision of several ISO-related training for employees. To attain continual improvement, the ACPC aims to outsource ISO activities as mentioned in the memo dated February 8, 2024.

##### **III. Scope of Work**

**A. Quality Management System** – On training and consulting services for the maintenance and improvement of the Quality Management System (QMS), the Service Provider shall:

- Review the implementation against documented management system or standard specifications
- Check documented information to ensure adequacy and suitability to Agency's operations
- Recommend actions for improvement based on the results of checking
- Conduct training as needed
- Other reasons specified by the Client that require assistance from the Consultant related to the Agency's Quality Management System.

Below are the detailed activities that needs to be done. However, activities may vary depending on the results of the gap assessment:

1. Determination of gaps against the standard
2. Facilitate discussion of action on the identified gaps and opportunities
3. Guidance in revising necessary documents as a result of the agreed action plans
4. Guidance in the roll out and implementation of the updated QMS

5. Maintenance visits (any of the following activities, depending on the results of gap assessment:)
  - a. Monitoring of Implementation, monthly
  - b. Guidance in Management Review
  - c. Supervised Internal Audit
  - d. Checking the status of actions to address nonconformities
  - e. Guidance in the review and analysis of Customer Feedback, as necessary
  - f. Conduct training as needed depending on the result of the gap assessment:  
Courses may cover the following:
    1. Leadership and QMS
    2. ISO 9001:2015 Awareness
    3. Risk and Opportunities Management
    4. Internal Quality Audit
    5. Knowledge Management
    6. Document Control
    7. Quality Workplace Standards

**B. Internal Quality Audit** – Service Provider shall audit the established Quality Management System (QMS) in accordance with the objectives of the organization's Internal Audit Process and must conduct the following activities in line with the guidelines of ISO 19011:2018:

1. Review of Documents
2. Preparation of Audit Plan and Audit checklists
3. Conduct of Opening Meeting
4. Conduct of Onsite Internal Quality Audit
5. Preparation of Audit Findings
6. Preparation of Nonconformity Statements in the Corrective Action Request Form
7. Conduct of Closing Meeting
8. Preparation of Final Internal Quality Audit Reports

Note: All audit reports and documents shall be turned over to the Client.

Scope: Provision of Agricultural/Rural Finance Policy Research and Formulation; Planning; Development in Innovative Financing Schemes; Institutional Capacity Building; Accreditation and Certification; Monitoring; Fund Management; Communications and Public Affairs; Information Systems Management; and Finance and Administrative Services

QMS Location: 25<sup>th</sup>, 28<sup>th</sup> and 30<sup>th</sup> Floors One San Miguel Ave Building San Miguel Ave cor Shaw Blvd, Ortigas Center, Pasig City

#### **IV. Qualification Requirements of Service Provider**

The Service Provider should have the following minimum qualifications:

1. The service provider shall have at least five (5) years of experience in conducting Quality Management System for ISO 9001:2015. Submission of certificates or equivalent is required.
2. The service provider must have conducted at least five (5) similar engagements within the last five (5) years, of which at least two (2) are for the government institutions; and
3. Must be duly registered with PhilGEPS.



## V. Payment Milestone

### A. On Quality Management System

The payment terms shall be as follow:

ACTIVITY	AMOUNT	
1) Upon submission of the QMS Maintenance Plan	20%	+12% VAT
2) Upon consultation of Month 1 or visit #4	20%	+12% VAT
3) Upon consultation of Month 1 or visit #6	11%	+12% VAT
4) Upon consultation of Month 1 or visit #8	11%	+12% VAT
5) Upon consultation of Month 1 or visit #10	11%	+12% VAT
6) Upon consultation of Month 1 or visit #13	16%	+12% VAT
7) Upon consultation of Month 1 or visit #15	11%	+12% VAT
	100%	+12% VAT

### B. On Internal Quality Audit

The payment terms shall be as follow:

- 50% Upon proposal acceptance
- 50% Upon submission of the Report

For further information, you may contact Ms. Glydel Anne Salanio of the Administrative Division – Human Resource Management Section at telephone number 86343320 or through email [galsalanio@acpc.gov.ph](mailto:galsalanio@acpc.gov.ph).

