



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



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Date: March 31, 2023  
RFQ No. 2023 - 023

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

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

#### **PROCUREMENT OF AN ONLINE COLLABORATIVE DESIGN PLATFORM**

Approved Budget for the Contract : PhP 40,000.00  
Purchase Request/s No : 2023-03-149  
Mode of Procurement : NP-Small Value Procurement (Sec. 53.9)

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

**Hanna Candy B. Gonzales**  
BAC Secretariat

**Ma. Cathrina R. Pelagio**  
BAC Secretariat

Supplier who will submit proposals with the **Lowest Calculated Quotations shall be selected.**  
A copy of below list of requirements shall be submitted on or before **April 11, 2023 (Tuesday), 5PM.**

#### **Documentary Requirements:**

1. Mayor's/Business Permit
1. PhilGEPS Registration Certificate
2. 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,

*MSCasuga*

MSCasuga (Apr 5, 2023 14:20 GMT+8)

**DIR. MAGDALENA S. CASUGA**

BAC CHAIRPERSON

*Rachel Bustamante*

Rachel Bustamante (Mar 31, 2023 15:34 GMT+8)

**QUOTATION 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 quotation/s for the item as follows:

| <b><u>PROCUREMENT OF AN ONLINE COLLABORATIVE DESIGN PLATFORM</u></b><br><i>(ABC: PhP 40,000.00)</i>   |   |         |                   |       |
|---|---|---------|-------------------|-------|
| DESCRIPTION   | Qty   | Unit    | Unit Cost         | Total |
| <b>Online Collaborative Design Platform</b><br>Subscription: 1 year subscription, good for 10 people<br>Features: <ul style="list-style-type: none"><li>- 100+ million premium stock photos, videos, audio and graphics</li><li>- Unlimited features, folders and premium content</li><li>- 610,000+ premium and free templates with new designs daily</li><li>- Brand controls to ensure your team's designs stay on brand</li><li>- Establish your brand's visual identity with logos, colors and fonts with up to 100 brand kits</li><li>- Design for team collaboration with approval workflows, activity logging, assign tasks and roles</li><li>- Create dedicated folders for specific projects or Departments</li><li>- Turn your team's designs, presentations and documents into branded templates</li><li>- Set which elements your team can edit, and stay on-brand with template locking</li><li>- Team reports and insights</li><li>- Resize designs indefinitely with magic resize</li><li>- Remove image backgrounds instantly with background remover</li><li>- Schedule social media content to 8 platforms</li><li>- Pay as you grow, you'll be able to reconcile costs for anyone who's joined your team before each billing cycle</li><li>- Cloud storage (1TB)</li><li>- ISO 27001 certification and compliance</li><li>- 24/7 customer support</li></ul> | 1   | account |                   |       |
|   | <b>** Nothing Follows**</b>                   |         |                   |       |
|   | <i>(Price Proposal must be VAT Inclusive)</i> |         | <b>TOTAL COST</b> |       |

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

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

Position and Designation

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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 **fifteen (15)** 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.
- 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 **April 11, 2023 (Tuesday), 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.

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Signature over Printed Name

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Position and Designation

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Date