



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: May 19, 2023
RFQ No. 2023 - 033

REQUEST FOR QUOTATION (RFQ)

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

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 2ND QUARTER

Approved Budget for the Contact : PhP 89,950.00
Purchase Request/s No : 2023-05-259
Mode of Procurement : Shopping 52.1 (b)

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
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 **May 26, 2023 (Friday), 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

Very truly yours,


DIR. MAGDALENA S. CASUGA
BAC CHAIRPERSON

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.

ANNEX A**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:

<u>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 2nd QUARTER</u> <i>(ABC: PhP 89,950.00)</i>						
Item	DESCRIPTION	Unit Cost per ABC	Qty	Unit	Unit Cost	Total
	Ballpen, black	₱ 10.00	100	piece		
	Battery, dry cell, AA, 2/pack	₱ 25.00	70	pack		
	Battery, dry cell, AAA	₱ 25.00	70	pack		
	Clip, backfold, 32mm	₱ 40.00	50	box		
	Color Index Tab Self-Adhesive PL15	₱ 40.00	100	piece		
	Correction Tape	₱ 15.00	50	piece		
	Envelope, Documentary, A4	₱ 5.00	300	piece		
	Envelope, Expanding, kraft	₱ 10.00	500	piece		
	Envelope, expanding, plastic	₱ 35.00	500	piece		
	Envelope, expanding, plastic with divider	₱ 200.00	20	piece		
	<i>File Tab Divider, A4</i>	₱ 15.00	30	set		
	<i>File Tab Divider, Legal</i>	₱ 30.00	30	set		
	<i>Folder with Tab, A4</i>	₱ 5.00	300	piece		
	<i>Folder, pressboard</i>	₱ 25.00	200	piece		
	<i>Glue Stick, All-purpose 15g</i>	₱ 50.00	50	piece		
	<i>Marker, Fluorescent, assorted colors</i>	₱ 15.00	100	piece		
	<i>Note Pad, stick on, 3x3</i>	₱ 50.00	75	pad		
	<i>Note Pad, stick on, 3x4</i>	₱ 70.00	75	pad		
	<i>Paper Clip, vinyl/plastic coated, 33 mm</i>	₱ 25.00	100	box		

<i>Paper Clip, vinyl/plastic coated, 50 mm</i>	₹ 35.00	20	box		
<i>Parchment Paper, A4, 80 gsm, 100 sheets</i>	₹ 120.00	10	box		
<i>Pencil, lead, with eraser, 12 pcs/bx</i>	₹ 130.00	10	box		
<i>Puncher, paper, heavy duty, 2 hole</i>	₹ 500.00	5	piece		
<i>Scissors</i>	₹ 70.00	20	piece		
<i>Sign Pen, extra fine tip, black, 0.5</i>	₹ 100.00	30	piece		
<i>Sign Pen, extra fine tip, black, 0.7</i>	₹ 80.00	50	piece		
<i>Sign Pen, extra fine tip, black, 1.0</i>	₹ 50.00	50	piece		
<i>Staple Remover, plier-type</i>	₹ 35.00	20	piece		
<i>Staple Wire, standard, no. 35</i>	₹ 50.00	75	box		
<i>Tape, packaging, 48mm</i>	₹ 70.00	30	roll		
<i>Tape, transparent, 24mm</i>	₹ 30.00	50	roll		
<i>Tape, transparent, 48mm</i>	₹ 50.00	30	roll		
<i>Wastebasket, non-rigid plastic</i>	₹ 40.00	30	piece		
** Nothing Follows**					
<i>(Price Proposal must be VAT Inclusive)</i>				TOTAL COST	

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 **fifteen (15)** days upon receipt of Purchase Order/Contract.
- 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.
- 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 **May 26, 2023 (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
