



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: June 27, 2023  
RFQ No. 2023 - 040

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

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

### **PROCUREMENT OF 1-YEAR SUBSCRIPTION CLOUD-BASED E-SIGNATURE SERVICE**

Approved Budget for the Contract : PhP 800,000.00  
Purchase Request/s No : 2023-06-335  
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 **July 5, 2023 (Wednesday), 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,

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

**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 1-YEAR SUBSCRIPTION CLOUD-BASED E-SIGNATURE SERVICE</u></b> (ABC: PhP 800,000.00)					
<b>Item No.</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>
1	<b>Cloud-Based E-Signature Service</b> <b>Subscription Type: Transaction Based</b> <b>No. of Transactions: 10,000</b> <b>Subscription Period: 1 year</b> <b>Features:</b> <ul style="list-style-type: none"> <li>- Use web or mobile apps to send documents that recipients can e-sign anywhere, on any device.</li> <li>- Track responses, get email notifications, and send reminders from anywhere.</li> <li>- Easily add logos, taglines, and key messages to create a branded signing experience.</li> <li>- Manage active users—and define user-group specific settings.</li> <li>- Post signable forms on your website so visitors can sign agreements easily.</li> <li>- Collect payments—including contract fees, donations, and online orders—right as customers fill and sign forms with a Braintree account.</li> <li>- Ask signers to type a one-time verification code delivered to their phone or use knowledge-based authentication.</li> <li>- Let senders and signers choose from 34 available languages.</li> <li>- Store frequently used documents and forms as reusable templates, and share across your team.</li> <li>- Send one document to many people using the Mega Sign tool, so each recipient gets a personalized version to sign.</li> <li>- Add advanced calculations, conditional logic, hyperlinks, and more to forms.</li> <li>- Send documents for signature directly from Microsoft Word, Outlook, or PowerPoint.</li> <li>- Send documents for signature directly from Google Drive.</li> <li>- Send PDF and Word documents for signature directly from Box.</li> <li>- Send PDF and Word documents for signature directly from Dropbox.</li> <li>- Acrobat Sign is certified compliant with ISO 27001, SOC 2 Type 2, and PCI DSS.</li> <li>- Fine-tune default settings for security, authentication, the send page experience, and more.</li> </ul>	1	license		

	<ul style="list-style-type: none"> <li>- Get 24x7, 365-day support with experts in licensing and other IT topics, as well as open and track support cases.</li> <li>- Let users sign in with their existing Federated ID.</li> <li>- Automatically add signature and business fields to documents before sending using Adobe Sensei intelligence, or create your own custom form fields.</li> <li>- Let recipients click on a link to open and sign—no downloads or sign-ups needed.</li> <li>- Use the Acrobat Sign mobile app to get handwritten signatures from others in person.</li> <li>- Track responses, get email notifications, and send reminders from anywhere.</li> <li>- Store signed documents and audit trails securely, and send copies to all parties automatically.</li> <li>- Use your mobile device camera to turn paper documents into crisp, clear e-documents before sending to others for signature.</li> <li>- When signing from a non-touch-enabled computer, easily add a handwritten signature by sending a text message to your mobile device.</li> </ul> <p>" - Print, sign, scan, and return documents without a fax machine with handwritten signatures."</p> <p>Get the accuracy, authentication, and auditability of electronic signing, even when working with handwritten signatures.</p> <p>" - Comply with the most demanding signature laws and digital signatures."</p> <p>regulations. Signers use certificate-based digital IDs to verify their identity using desktop or cloud-based digital signatures.</p> <ul style="list-style-type: none"> <li>- Let participants add a visible business stamp to your document or form, such as a "Received" stamp, a company seal, or a personalized Hanko stamp in Japan.</li> <li>- Invite people to sign by sending an email, and optionally ask for a password before signing.</li> </ul>				
	<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

\_\_\_\_\_  
Date

## **ANNEX B**

### **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 **July 5, 2023 (Wednesday), 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