



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: July 31, 2023  
RFQ No. 2023 - 044

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

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

### **PROCUREMENT OF OFFICE PRODUCTIVITY TOOLS**

Approved Budget for the Contact : PhP 140,000.00  
Purchase Request/s No : 2023-07-423  
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  
[procurement@acpc.gov.ph](mailto:procurement@acpc.gov.ph)

**Hanna Candy B. Gonzales-Estadilla**  
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 August 7, 2023 (Monday), 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,

**DED MA. CRISTINA G. LOPEZ**  
BAC VICE 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 OFFICE PRODUCTIVITY TOOLS</u></b> <i>(ABC: PhP 140,000.00)</i>					
<b>Item</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>
<b>1</b>	<b>Online Office Productivity Software</b> Subscription: 1 year <ul style="list-style-type: none"><li>• Web and mobile versions of Office apps: Get the latest features and capabilities with fully installed and always up-to-date versions of Outlook, Word, Excel, Powerpoint, and OneNote for Windows or Mac</li><li>• Works across multiple devices: Get the fully installed Office apps on multiple PCs, Macs, tablets, and mobile devices</li><li>• Teamwork and communication: Online meetings and video conferencing up to 250 participants</li><li>• Email and calendaring: 50 GB mailbox for email hosting with custom email domain address; Schedule meeting and respond to invitations with ease using shared calendars</li><li>• File storage and sharing: 1 TB OneDrive for business file storage and sharing; File sharing with people outside your organization; Control of permission and access rights for file sharing; Access and sync files on PC or Mac and mobile devices</li><li>• Security and compliance: Exchange online protection from spam, malware, and other threats; Over 1,000 security and privacy controls meeting all globally accepted standards; Password policy creation</li></ul>	14	LIC.		
	<b>** Nothing Follows **</b>				

	<i>(Price Proposal must be VAT Inclusive)</i>			<b>TOTAL COST</b>	
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I hereby certify to comply 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.

<b>PAYMENT DETAILS:</b>	
<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 **August 7, 2023 (Monday), 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