



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: September 12, 2023  
RFQ No. 2023 - 050

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

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

#### **RENTAL OF TWO (2) UNITS HEAVY DUTY COPIER MACHINE**

Approved Budget for the Contact : PhP 75,000.00  
Purchase Request/s No : 2023-08-489  
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)

**Rachel A. Bustamante**  
Head, 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 September 19, 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 (Sep 14, 2023 09:01 GMT+8)

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

  
Rachel Bustamante (Sep 13, 2023 13:23 GMT+8)

**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:

<b><u>RENTAL OF TWO (2) UNITS HEAVY DUTY COPIER MACHINE</u></b> <i>(ABC: PhP 75,000.00)</i>						
<b>Item</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>Unit</b>	<b>ABC</b>	<b>Unit Cost</b>	<b>Total</b>
<b>1</b>	<b>Heavy Duty Copier Machine</b> Minimum Specifications: SPEED B/W: 30 Pages Per Minute RESOLUTION: 600 X 600 dpi PAPER CAPACITY: Dual 500 Sheet Paper Drawer COLOR CAPABILITY: Black and White Copier PROPERTIES: Copier-Printer-Scan- fax Monthly: P7,500.00/Month <b><u>Duration: 5 Months</u></b>	2	Units	₱ 75,000.00		
	<b><i>** Nothing Follows**</i></b>					
	<i>(Price Proposal must be VAT Inclusive)</i>				<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 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:

- Mayor's/Business Permit
- PhilGEPS Registration Certificate
- SEC/DTI Registration
- Latest Income Tax Return
- Omnibus Sworn Statement

**III. DELIVERY SCHEDULE AND ACCEPTANCE**

- Delivery period must be within **fifteen (15) calendar days** upon receipt of the approved Purchase Order.
- 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:	
<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 **September 19, 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.

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

\_\_\_\_\_  
Position and Designation

\_\_\_\_\_  
Date



# PURCHASE REQUEST

Entity Name: ACPC

Fund Cluster: \_\_\_\_\_

Office/Section: <u>FMS</u>		PR No.: <u>2023-08-489</u>		Date: <u>30-Aug-23</u>	
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	2 pcs	RENTAL OF HEAVY DUTY SCANNER/PRINTER/ PHOTOCOPIER MACHINE	5 months	7,500.00	75,000.00
		<b>TOTAL:</b>			<b>75,000.00</b>
		Funds Availability:			
		<u>411</u> (Aug 23 - 30, 2023 07:33 GMT+8)			
		<b>CYNTHIA Q. POLICIOS</b>			
		CAO			
Purpose: To facilitate the reproduction of loan documents to be furnished to authorized Collecting Agents, and the digitization of FMS documents					
Requested by:		Approved by:			
Signature: <u>Maria Adoracion T. Garcia</u>		<u>Jocelyn Alma R. Badiola</u>			
Printed Name: <b>MARIA ADORACION T. GARCIA</b>		<b>JOCELYN ALMA R. BADIOLA</b>			
Designation: <u>Financial Analyst V</u>		Executive Director			

DC: ACPC-GSD-10  
TN: fms49258



DC : ACPC - GSD - 10 TN : \_\_\_\_\_



August 18, 2023

**MEMORANDUM**

**FOR : JOCELYN ALMA R. BADIOLA**  
Executive Director

**FROM : JONATHAN S. GIRAY** **MA. ADORACION T. GARCIA**  
Director II, FMS Chief, Assets Disposition Division

**SUBJECT : REQUEST TO RENT HEAVY DUTY SCANNER /  
PRINTER/ PHOTOCOPIER MACHINE**

The Fund Management Staff, particularly the Assets Disposition Division, manages loan accounts that were subrogated by partner lending conduits (PLCs). Authorized Collecting Agents (CA) are given the task to collect from the end borrowers, and remit these collections to ACPC.

As of date, a total of 1,680 accounts have been subrogated from various PLCs, which is aside from the 204,410 accounts that are due for subrogation by Landbank. Prior to collection by the CA, copies of the loan documents, such as the duly-filled up Loan Application Forms and Promissory Notes signed by the borrowers, have to be furnished by ACPC to the CA, as these will serve as evidence of the loans that were granted to end-borrowers, and will be presented by the CA to the borrowers when their collection activities will start. The original copies of the documents will be left in the custody of ACPC.

The present scanning and photocopying equipment of ACPC is not enough to scan and/or photocopy voluminous documents, and these are also being used by other units / divisions. In order to facilitate the provision of the loan documents to the CAs, may we propose that two (2) heavy duty, high quality scanner / photocopier / printer machines be rented until December 2023 for this purpose. This type of machine is recommended in order that the FMS and the CA will have electronic copies of these documents, and the FMS may also have digitized copies of other important documents that are presently in their custody. The rental expense is approximately P75,000.00 for 5 months, which will be charged to the 2023 FMS Supplemental Budget.

For your consideration and approval please. Thank you.

Action Taken:

☒ Approved  
☐ Disapproved

  
**JOCELYN ALMA R. BADIOLA**  
Executive Director



August 18, 2023

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**FOR : JOCELYN ALMA R. BADIOLA**  
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For your consideration and approval please. Thank you.

Action Taken:

( ☒ ) Approved  
( ☐ ) Disapproved

  
**JOCELYN ALMA R. BADIOLA**  
Executive Director

DC: ACPC-FMS-13  
TN: fms48992