



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



Date: October 05, 2023  
RFQ No. 2023-052

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

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

#### **PROCUREMENT OF A SURVEY TOOL SOFTWARE FOR ON-SITE PROGRAM VALIDATION ACTIVITIES**

Approved Budget for the Contact : PhP 110,000.00  
Purchase Request/s No : 2023-09-525  
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 October 12, 2023 (Thursday), 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 (Oct 5, 2023 16:37 GMT+8)

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

Rachel Bustamante (Oct 5, 2023 16:33 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>PROCUREMENT OF A SURVEY TOOL SOFTWARE FOR ON-SITE PROGRAM VALIDATION ACTIVITIES</u></b> <i>(ABC: PhP 110,000.00)</i>					
<b>Item</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>
<b>1</b>	Online and Offline Survey Tool - 1-year Subscription  <i>Attached Annex C for the Term of Reference</i>	1	Subscription		
	<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:

- 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) 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:	
Banking Institution:	
Account Number:	
Account Name:	
Branch	

- 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 **October 12, 2023 (Thursday).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



**Terms of Reference**

**Survey Design and Distribution:**

- Intuitive survey creation interface that can be customized based on the data requirements.
- Various question types (signature, photo capture/uploading, phone number, email, multiple choice, text, Likert scale, dropdown, matrix, date, ratings, sentiment, etc.).
- Mobile-responsive survey design.
- Grouping of questions by tagging or segmentation.
- Setting of skip-logic or branching of questions.
- Options for distributing surveys by embedding in online/offline survey tools, and/or via email, web links, social media.

**Data Collection:**

- Ability to collect survey responses both online and offline.
- Capability to cater 20,000 to 50,000 responses.
- Offline data synchronization when an internet connection is available.
- Availability for multiple languages such as other local languages or dialects, if possible.

**Data Analysis and Reporting:**

- Provision of dashboard/data visualization for users in tracking progress.
- Availability of analytical tools in interpreting initial results and automating reporting tools.
- Customizable reporting features, including chartmobs and graphs.
- Export options (i.e. .xsl, .xlsx, .csv, etc.) for data analysis in external tools, if necessary.

**User Management:**

- Role-based access control for survey creators, administrators, and analysts.
- Collaboration features to facilitate teamwork.
- Notifications and alerts for users' real-time self-monitoring.

**Integration and Compatibility:**

- Integration with existing systems such as excel, google sheets, SPSS, Stata, Python, and other data analytics tool.
- Compatibility with major web browsers and operating systems.

**Security and Compliance:**

- Robust data security measures to protect respondents' privacy.
- Compliance with relevant data protection regulations (e.g., GDPR).

**System Availability:**

- Reliable survey application with 24/7 uptime.
  - Online/offline accessibility for 20 users simultaneously through various mobile devices (e.g. mobile tablets/phones, laptops).
  - Responsive technical and customer support or channels for users.
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