



Republic of the Philippines
Department of Agriculture
AGRICULTURAL CREDIT POLICY COUNCIL
28/F One San Miguel Avenue (OSMA) Bldg.,
San Miguel Avenue corner Shaw Blvd.,
Ortigas Center 1605 Pasig City
Tel. Nos. 8634-3320 to 21; 8634-3326 / Fax Nos. 8634-3319; 8584-3691



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Date: June 18, 2024
RFQ No. 2023 - 034

REQUEST FOR QUOTATION (RFQ)

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

HIRING OF INDEPENDENT CONSULTANT / PROJECT MANAGER FOR THE DESIGN AND FIT-OUT OF ACPC OFFICE LOCATED AT 25TH FLOOR ONE SAN MIGUEL AVENUE BUILDING, PASIG CITY

Approved Budget for the Contact : PhP 980,000.00
Purchase Request/s No : 2024-06-331
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
(02) 8634 33 21

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 June 27, 2024 (Thursday), 5PM.

Documentary Requirements:

1. Mayor's/Business Permit (*in case of expired permit, submit a copy of recently expired permit and Official Receipt as proof of renewal*)
2. PhilGEPS Registration Certificate
3. Notarized Omnibus Sworn Statement
4. List of ongoing and completed contracts with contact details (*email and telephone*)

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

MSCasuga (Jun 19, 2024 09:02 GMT+8)

DIR. MAGDALENA S. CASUGA
BAC CHAIRPERSON

Rachel Bustamante

Rachel Bustamante (Jun 18, 2024 17:11 GMT+8)

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>HIRING OF INDEPENDENT CONSULTANT / PROJECT MANAGER FOR THE DESIGN AND FIT-OUT OF ACPC OFFICE LOCATED AT 25TH FLOOR ONE SAN MIGUEL AVENUE BUILDING, PASIG CITY</u> <i>(ABC: PhP 980,000.00)</i>					
Item	DESCRIPTION	Qty	Unit	Unit Cost	Total
1	The Agricultural Credit Policy Council (ACPC) intends to undertake the design and fit-out of the additional office space and storage facility of around 424.56 floor area located at the 25th Floor, One San Miguel Avenue Building, San Miguel Avenue, Ortigas Center, Pasig City <i>*See attached Annex C*</i>	1	lot		
	<i>Note: Award of Contract shall be on a “per lot” basis.</i>				
<i>** Nothing Follows**</i>					
<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. Omnibus Sworn Statement
- d. List of ongoing and completed contracts with contact details (email and telephone no.)

III. DELIVERY SCHEDULE AND ACCEPTANCE

- The Service Provider/Supplier must complete all works within thirty (30) days from the conforme/approval of the Purchase Order (PO).
- 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 **June 27, 2024 (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 certify to comply and deliver all the above requirements.

Signature over Printed Name

Position and Designation

Date



“HIRING OF INDEPENDENT CONSULTANT / PROJECT MANAGER FOR THE DESIGN AND FIT-OUT OF ACPC OFFICE LOCATED AT 25TH FLOOR ONE SAN MIGUEL AVENUE BUILDING, PASIG CITY”

TERMS OF REFERENCE

PROJECT DESCRIPTION:

The Agricultural Credit Policy Council (ACPC) intends to undertake the design and fit-out of the additional office space and storage facility of around 424.56 floor area located at the 25th Floor, One San Miguel Avenue Building, San Miguel Avenue, Ortigas Center, Pasig City. (Annex D)

DURATION OF THE PROJECT:

- Six (6) months

SCOPE OF WORK:

The independent consultant is required to perform the following scope of works and provide the deliverables in accordance with approved plans and specifications:

1. Conceptual Design and Architectural Plan Stage

A conceptual design and plan was prepared by the ACPC; however, this design shall serve as reference only. ACPC does not guarantee that the data is fully correct, updated, and applicable to the project at hand. The winning bidder is responsible for the accuracy and applicability of all data. The conceptual design and plans are hereto attached as Annex “E”.

Prospective bidders may introduce an entirely new concept subject to the design parameters, performance standards and space requirements set by this TOR.

Site development and provisions for aesthetics/architectural shall be based on the requirement of ACPC which includes but not limited to:

- Conference Room that is divisible into 2-3 smaller conference areas
- 3 Rooms for (DC, GSS and HR)
- Library
- 2 Stockroom (Supplies/ICT Equipment)
- Lactating Room
- Receiving Area / Guard Reception Area

2. Reportorial Requirement

The Independent Consultant shall present to the End-User its Detailed Design Concept and Construction Plans and Schedule within fifteen (15) calendar days upon receipt of Notice to Proceed/Contract Effectivity, but not necessarily limited to the following:

- a. Preliminary Conceptual Design Plans
 - i. At least two (2) perspective views of the area;
 - ii. Floor plans;



iii. A 3D visual presentation of the units including a walk-through animation of the interior and exterior views.

iv. Construction Schedule

b. Accomplishment Report per area

3. Deliverables

- To provide a conceptual plan for the building, incorporating latest thinking in the field concerning officer requirements.
- To provide detailed engineering design that will serve as the basis for both bidding and renovation stage.
- Assist with the selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous projects), their reputation for on-time and on-budget performance, and their financial credibility.
- Assists in the preparation of the Bidding Documents such as but not limited to Terms of Reference, Drawings and Bill of Quantities that will be used for the Project.
- Must attend and answer queries that will be raised during the Prebid Conference for the Project.
- Regular site observations during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.

4. Terms of Payment

Mode of Payment	Expected Output	Percentage
Mobilization Fee	Conceptual Design <ul style="list-style-type: none">- 3D visual presentation of the units including a walk-through animation of the interior and exterior views- Floor Plans- Construction Schedule- Bill of Quantities/Drawings that will be used in the Bidding Documents	15%
Monthly Progress (5 months)	Monthly Progress Report	10%
Final Report including Approved As-Built Drawing	Approved As-Built Drawing and Blueprints	25%
Final Payment	Shall be paid within fifteen (15) to thirty (30) calendar days after Final Inspection and Acceptance of the Project.	10%

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Position and Designation













