



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: May 15, 2024  
RFQ No. 2023 - 028

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

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

#### **VEHICLE RENTAL FOR THE CONDUCT OF 2024 ACPC PROFESSIONAL DEVELOPMENT AND WELLNESS PROGRAM**

Approved Budget for the Contact : PhP 300,000.00  
Purchase Request/s No : 2024-05-273  
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)  
(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 May 20, 2024 (Monday), 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,

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

Rachel Bustamante (May 15, 2024 14:26 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><b>VEHICLE RENTAL FOR THE CONDUCT OF 2024 ACPC PROFESSIONAL DEVELOPMENT AND WELLNESS PROGRAM</b></u> <i>(ABC: PhP 300,000.00)</i>					
Item	DESCRIPTION	Qty	Unit	Unit Cost	Total
1	Four (4) Bus shuttle to cater ACPC Employees  <i>Note: Kindly fill-up Statement of Compliance Form</i> <i>*See attached Annex C</i>	1	lot		
	<i>Note: Award of Contract shall be on a “per lot” basis.</i>				
<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. 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 **May 20, 2024 (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 certify to comply and deliver all the above requirements.**

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**Signature over Printed Name**

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**Position and Designation**

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**Date**



<b><u>VEHICLE RENTAL FOR THE CONDUCT OF 2024 ACPC PROFESSIONAL DEVELOPMENT AND WELLNESS PROGRAM</u></b>			
<b><u>TECHNICAL SPECIFICATIONS / SCOPE OF WORK:</u></b>		<b><u>Statement of Compliance</u></b>	
		<b>YES</b>	<b>NO</b>
<b>No. of Buses:</b>	4 units		
<b>Seating Capacity:</b>	50		
<b>RENTAL DURATION (Pick-up and Drop-off only)</b>			
<b>June 05, 2024</b> at 6:30 AM from One San Miguel Avenue Bldg. Ortigas, Pasig City to Bagac, Bataan			
<b>June 07, 2024</b> at 2:00 PM from Bagac, Bataan to One San Miguel Avenue Bldg. Ortigas, Pasig City			
<b>VEHICLE MUST BE IN GOOD WORKING CONDITION</b>			
Road-worthy condition			
Good physical appearance			
Fully Air-conditioned			
Bus must be in excellent mechanical condition and does not need reconditioning			
<b>INCLUSIONS</b>			
Inclusive of professional drivers for the rented buses. The professional drivers shall be in proper attire and shall observe professionalism during the service.			
Inclusive of meals and drinks for the driver of the rented bus.			
The driver to be deployed must be fully vaccinated.			
Inclusive of fuel covering the rental period requirement.			
Luggage compartment, audio, video system and mic.			
Inclusive of bus and passenger insurance, guaranteeing the safety of the passengers from accidents.			

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

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

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

\_\_\_\_\_  
**Date**

