



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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REQUEST FOR QUOTATION

PROCUREMENT OF ONLINE COLLABORATIVE GRAPHIC DESIGN PLATFORM			
Approved Budget for the Contract (ABC):	PhP 50,000.00	RFQ No.	2024 – 55
Purchase Request/s No:	2024-10-558	Deadline for Submission of Bids:	October 28, 2024 (Monday), 5PM.
Mode of Procurement:	NP-Small Value Procurement (Sec. 53.9)	Delivery Period:	Fifteen (15) calendar days upon receipt of signed Purchase Order (PO)

Date: October 19, 2024

The Agricultural Credit Policy Council (ACPC) through the Bids and Awards Committee (BAC), intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

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
25F One San Miguel Ave. Building, San Miguel
Ave. cor. Shaw Blvd., Ortigas Center, Pasig City
procurement@acpc.gov.ph
(02) 8634-3321

Rachel A. Bustamante
Head, BAC Secretariat

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 no.)

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.

Proof of authorization shall be a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, in case of a corporation, partnership, or cooperative, or joint venture; or a duly notarized Special Power of Attorney in case of a sole proprietorship, giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder

Very truly yours,

MSCasuga

MSCasuga (Oct 19, 2024 14:33 GMT+8)

DIR. MAGDALENA S. CASUGA

BAC CHAIRPERSON

Rachel Bustamante

Rachel Bustamante (Oct 18, 2024 15:56 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, hereunder is our quotation/s for the item as follows:

PROCUREMENT OF ONLINE COLLABORATIVE GRAPHIC DESIGN PLATFORM (ABC: PhP 50,000.00)		
MINIMUM TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:	Statement of Compliance	
	Yes	No
Item No. 1: Online Collaborative Graphic Design Platform		
Subscription: Renewal for 1 year subscription, good for 10 users Features: <ul style="list-style-type: none"> - 127+ million stock photos, graphics, fonts, videos, and audio - Unlimited features, folders and premium content - 3.8+ million templates - Brand controls to ensure your team's designs stay on brand - Establish your brand's visual identity with logos, colors and fonts with up to 1000 brand kits - Design for team collaboration with approval workflows, activity logging, assign tasks and roles - Create dedicated folders for specific projects or departments - Turn your team's designs, presentations and documents into branded templates - Set which elements your team can edit, and stay on-brand with template locking - Team reports and insights - Resize designs indefinitely with magic resize - Remove image backgrounds instantly with background remover - Schedule social media content to 8 platforms - Pay as you grow, you'll be able to reconcile costs for anyone who's joined your team before each billing cycle - 1TB of cloud storage - ISO 27001 certification and compliance - 24/7 customer support 		
PROJECT DURATION:		
The subscription for the license shall be for one (1) year.		
The provision of services by the supplier shall continue for at least one (1) year from the date of the activation of the license.		
Delivery Address: 28F One San Miguel Ave. Building, San Miguel Ave. cor. Shaw Blvd., Ortigas Center, Pasig City		
Payment Terms: Payment shall be made upon complete Delivery, Inspection, and Acceptance and submission of required payment documents in accordance with existing government accounting rules and regulations.		

Liquidated Damages: Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed. The ACPC may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.		
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I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Designation

Date



FINANCIAL PROPOSAL:

Please quote your best offer for the item/s below. Please do not leave any blank items.
Indicate "0" or "-" if the item being offered is for free.

<u>PROCUREMENT OF ONLINE COLLABORATIVE GRAPHIC DESIGN PLATFORM</u>						
Item No.	Item Description	ABC	Qty	Unit	Unit Cost	Total Amount
1	Online Collaborative Graphic Design Platform	₱ 50,000.00	1	license		
TOTAL OFFERED QUOTATION: (Total amount for all items)			In words:			
			In figures:			

PAYMENT DETAILS:	
Banking Institution:	
Account Number:	
Account Name:	
Branch	

TERMS AND CONDITIONS:

- 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.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 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.
- 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.

- 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.
- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay shall be imposed. The ACPC may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 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
- The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its Implementing Rules and Regulations and associated issuances.

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

Signature over Printed Name

Designation

Date

