



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

LAYOUT AND PRINTING OF 2025 ACPC INFORMATION, EDUCATION AND COMMUNICATION (IEC) PUBLICATION MATERIALS			
Approved Budget for the Contract (ABC):	<b>PhP 550,000.00</b>	RFQ No.	<b>2024 – 53</b>
Purchase Request/s No:	<b>2024-10-535</b>	Deadline for Submission of Bids:	<b>October 11, 2024 (Friday), 5PM.</b>
Mode of Procurement:	<b>NP-Small Value Procurement (Sec. 53.9)</b>	Delivery Period:	<b>Three (3) Months upon receipt of signed Purchase Order (PO) / Contract</b>

Date: October 4, 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](mailto: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 3, 2024 10:26 GMT+8)  
**DIR. MAGDALENA S. CASUGA**  
BAC CHAIRPERSON

Rachel Bustamante  
Rachel Bustamante (Oct 2, 2024 18:27 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:

LAYOUT AND PRINTING OF 2025 ACPC INFORMATION, EDUCATION AND COMMUNICATION (IEC) PUBLICATION MATERIALS (ABC: PhP 550,000.00)			
MINIMUM TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:		Statement of Compliance	
		Yes	No
<b>Item No. 1: 2025 ACPC Desk Calendar</b>			
Layout of 2025 ACPC Desk Calendar	Draft of the 2025 ACPC Desk Calendar (for comments and proofreading)		
Printing/Publication of the 2025 ACPC Desk Calendar	1000 copies with the following specifications: <ul style="list-style-type: none"> <li>• Inside leaves – CS2/Matte180</li> <li>• Fly leaf – C2S/Matte 120</li> <li>• Standee – C2S/Matte 120</li> <li>• Paste Board #30</li> <li>• Leaves: 8.5" x 7" (200-300GSM)</li> <li>• Stand: 9.2" x 7" spread</li> <li>• Full Color</li> <li>• Leavers cover: 8.9" x 7" Spot UV per page, Matte lamination 2 sides</li> <li>• Double loop wire binder</li> <li>• Offset Printing, Hard Bound Assembly</li> </ul>		
<b>Item No. 2: 1<sup>st</sup> and 2<sup>nd</sup> Semester Issue of the Philippine Agri-Finance News for 2024</b>			
Layout of 2025 ACPC Planner	Draft of the 2025 ACPC Planner (for comments and proofreading)		
Printing/Publication of the 2025 ACPC ACPC Planner	500 copies with the following specifications: <ul style="list-style-type: none"> <li>• Hardbound Cover/Full-Color Cover mounted on chipboard 30</li> <li>• Comes with pen and elastic</li> <li>• Magnet Enclosure</li> <li>• Inside Front Expandable Pocket/slits and pen loop</li> <li>• 6" x 8"</li> <li>• Inside Sheets: w/ 2025 calendar, 100 leaves; Colored 80 gsm</li> <li>• With 6-8 metal ring binder, making it refillable</li> </ul>		
<b>GENERAL REQUIREMENTS:</b>			
<b>Printer Qualifications:</b> The Printer shall have the following qualifications: 1. The machinery/capacity to print IEC materials;			

2. The expertise for layout and design; and 3. Has been in the printing industry for at least one (1) year.		
Period of Engagement: Three (3) Months		
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.		

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.

<b><u>LAYOUT AND PRINTING OF 2025 ACPC INFORMATION, EDUCATION AND COMMUNICATION (IEC) PUBLICATION MATERIALS</u></b>						
<b>Item No.</b>	<b>Item Description</b>	<b>ABC</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Amount</b>
1	2025 ACPC Desk Calendar	₱ 300,000.00	1000	Pieces		
2	2025 ACPC Planner	₱ 250,000.00	500	Pieces		
TOTAL OFFERED QUOTATION: (Total amount for all items)			In words:			
			In figures:			

<b>PAYMENT DETAILS:</b>	
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.

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Signature over Printed Name

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Designation

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Date

