



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-SMALL VALUE PROCUREMENT**

<b>RENEWAL FOR ONE (I) YEAR OF EMAIL SERVICE SUBSCRIPTION</b>			
Approved Budget for the Contract (ABC):	<b>PhP 2,000,000.00</b>	RFQ No.	<b>2025 – 02</b>
Purchase Request/s No:	<b>2025-01-013</b>	Deadline for Submission of Bids:	<b>March 7, 2025 (Friday), 5PM.</b>
Mode of Procurement:	<b>Small Value Procurement (Sec. 34.1)</b>	Delivery Period:	<b>10 days upon receipt of signed Purchase Order (PO)</b>

Date: February 28, 2025

The Agricultural Credit Policy Council (ACPC) through the Bids and Awards Committee (BAC), intends to procure the item/s indicated in this Small Value Procurement (SMV) in accordance with Section 34.1 2024 revised Implementing Rules and Regulations of Republic Act No. 12009.

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 address:

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) 8634-3321

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.)

<b><u>INSTRUCTION TO SUPPLIER</u></b>
<ul style="list-style-type: none"> <li>• Submit your quotation using the prescribed <b>Quotation Form</b> (Annex A of the RFQ).</li> <li>• Accomplish the Quotation Form and do not alter the contents of the form in any way.</li> <li>• Non-compliance with the submission of the <b>accomplished prescribed/standard Quotation Form</b> and <b>Documentary Requirements within the prescribed deadline</b> shall automatically be disqualified.</li> </ul>

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,

  
**OIC-DED MAGDALENA S. CASUGA**  
 BAC CHAIRPERSON



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:

RENEWAL FOR ONE (1) YEAR OF EMAIL SERVICE SUBSCRIPTION (ABC: PhP 2,000,000.00)											
<b>SCOPE AND DELIVERABLES</b>											
1. The procurement involves renewing a total of 200 existing email accounts and purchasing additional 50 accounts of business standard (see table below for reference).											
<table border="1"> <thead> <tr> <th><u>Subscription Plan</u></th> <th><u>Existing No. of Licenses</u></th> <th><u>Proposed No. of Licenses After Renewal</u></th> </tr> </thead> <tbody> <tr> <td>Business Starter</td> <td>100</td> <td>100</td> </tr> <tr> <td>Business Standard</td> <td>100</td> <td>150</td> </tr> </tbody> </table>	<u>Subscription Plan</u>	<u>Existing No. of Licenses</u>	<u>Proposed No. of Licenses After Renewal</u>	Business Starter	100	100	Business Standard	100	150		
<u>Subscription Plan</u>	<u>Existing No. of Licenses</u>	<u>Proposed No. of Licenses After Renewal</u>									
Business Starter	100	100									
Business Standard	100	150									
2. The renewal of subscription will start exactly on the expiration date of the existing subscription which is on MARCH 28, 2025.											
3. The winning bidder will provide and conduct a high level overview or training on the use of Google Workspace.											

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

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

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

RENEWAL FOR ONE (1) YEAR OF EMAIL SERVICE SUBSCRIPTION (ABC: Php 2,000,000.00)						
Lot No.	Item Description	ABC (Php)	Qty	Unit	Unit Cost	Total Amount
1	RENEWAL FOR ONE (1) YEAR OF EMAIL SERVICE SUBSCRIPTION	2,000,000.00	100	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.

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Signature over Printed Name

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Designation

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Date