



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

LEASE OF VENUE AND TRANSPORTATION SERVICES FOR THE CONDUCT OF ORGANIZATIONAL WELLNESS AND PROFESSIONAL DEVELOPMENT WORKSHOP (ABC: PHP1,840,000.00)			
Approved Budget for the Contract (ABC):	PhP1,840,000.00	RFQ No.	2025 - 034
Purchase Request/s No:	2025-04-232	Deadline for Submission of Bids:	May 15, 2025 (Thursday), 5PM.
Mode of Procurement	Small Value Procurement (Sec. 34.1)	Delivery Period:	May 28-30, 2025

The **Agricultural Credit Policy Council (ACPC)** through its Bids and Awards Committee (BAC), intends to procure **Hotel Lodging and Meeting Facilities for the ACPC 2025 Organizational Wellness and Professional Development Workshop** in accordance with Section 34.1 (Small Value Procurement) of the 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
 (02) 8634-3321

RACHEL A. BUSTAMANTE
 Head, BAC Secretariat

INSTRUCTIONS TO SUPPLIER:

- Do not alter the contents of this form in any way.
- The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- Quotations may be submitted through electronic mail at procurement@acpc.gov.ph
- Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.



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ANNEX A

QUOTATION FORM

Date:

RFQ No.:

Company / Business Name:

Address:

Business / Mayor's Permit No.:

TIN:

PhilGEPS Registration Number: (required)

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at **procurement@acpc.gov.ph**

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.



TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the ACPC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the ACPC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. 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. The ACPC may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations, and associated issuances.



After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

LEASE OF VENUE AND TRANSPORTATION SERVICES FOR THE CONDUCT OF ORGANIZATIONAL WELLNESS AND PROFESSIONAL DEVELOPMENT WORKSHOP (ABC: PHP1,840,000.00)		
Minimum Technical Specifications	Offered Technical Specification/ Service	Statement of Compliance ("Yes" or "No")
<i>Note: Non-compliance with the minimum required specifications shall result in rejection</i>		
I. LEASE OF VENUE		
General Specifications: <ul style="list-style-type: none"> Room Accommodations, meals, and use of facilities, and other amenities Function Room that can accommodate 200 to 250 pax Open area for outdoor activities Sufficient and continuous water supply Facility for emergency power supply Rates/Quotations inclusive of all applicable taxes and charges 24/7 Security Services 		
Availability: <ul style="list-style-type: none"> Must be available from May 28 to 30, 2025 <i>Note:</i> <ul style="list-style-type: none"> In case of fortuitous event, the activity shall be rescheduled on the date agreed upon by the ACPC and Service Provider 		
Location: <ul style="list-style-type: none"> Within Bataan or Zambales, approximately 2-3 hours travel time by land from the ACPC Head Office in Ortigas Center, Pasig City Free parking slots reserved for ACPC official vehicles, rented buses, and vehicles of other ACPC participants within or near the venue 		
Venues of the Activities: 1. Function Room <ul style="list-style-type: none"> Must be airconditioned and well lighted Can accommodate 200 to 250 participants With flexible seating arrangements (e.g. classroom, round-table, etc.) 		



<ul style="list-style-type: none"> ● Provision of the following throughout the event: <ul style="list-style-type: none"> ○ High-quality audio-visual system with wide screen, LCD projector/s, microphones ○ Reliable wifi connection ○ Whiteboard/flip chart, markers, extension cords, mints and candies ○ Venue backdrop and signages ○ Waived electricity charges of personal laptops, portable printers, etc. ○ Free flowing coffee (preferably and tea and purified water stations ● Provision of workshop kits ● Availability of clean and adequate restrooms inside or near the function room <p>2. Outdoor Facilities for outdoor activities</p> <ul style="list-style-type: none"> ● Can accommodate 200-250 pax with enough space for group activities ● Availability of clean and adequate restrooms near the activity area ● Free use of facilities and equipment such as but not limited to swimming pool, beach, basketball/volleyball/badminton courts, etc. ● Other facilities/activities that the provider may offer 		
<p>Catering Service:</p> <ul style="list-style-type: none"> ● Day 1: AM Snack, Buffet Lunch, PM Snacks, and Buffet Dinner Day 2: Buffet Breakfast, AM Snacks, Lunch, PM Snacks and Buffet or Boodle Fight Dinner Day 3: Buffet Breakfast, AM Snacks, Lunch, and PM Snacks ● Meals should include at least three main courses, plus vegetable and/or noodles, soup, rice, dessert, and juice or soft drinks. ● The menu shall be submitted to ACPC, 		



BAGONG PILIPINAS



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<p>and food tasting shall be scheduled accordingly.</p> <ul style="list-style-type: none"> ● The menu for the entire function shall be subject to the approval of the ACPC. <p><i>Note:</i></p> <ul style="list-style-type: none"> - The number of participants shall be confirmed by the ACPC 3-5 days before the event schedule. - With options for dietary restrictions, if applicable 		
<p>Room Accommodation:</p> <ul style="list-style-type: none"> ● 3 days and 2 nights accommodation for 200 - 215 pax (combination different room categories e.g. Single, Twin, Triple, etc.) ● Air conditioned rooms with basic hotel room facilities ● Furnished with cable television, closet, beddings, coffee and tea making facility, clean toilet and bathroom with hot and cold shower and bidet ● Daily replenishment of towels, and toiletries (tissue, shampoo, conditioner, toothbrush, toothpaste, soap), coffee, tea, and complimentary bottled water for each guest. ● With reliable wifi connection ● Complimentary access to hotel/resort facilities such as gym, pool, etc. 		
<p>II. LEASE OF TRANSPORT SERVICES</p>		
<p>Requirements:</p> <ul style="list-style-type: none"> ● 4 Airconditioned Buses for 45-49 passengers each bus with ample space for luggage ● All buses must be brand-new or at most five years of age and maintained in accordance with the approved LTFRB technical safety standards ● Professional, courteous, neat, and defensive drivers that will ensure safety while on board ● Costs for fuel/gasoline, maintenance, lubricant, toll fees, drivers' fees, drivers' sleeping quarters and meals, and any other related expenses shall be on the account of the service provider ● Must be able to provide registration 		



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documents and permits <ul style="list-style-type: none"> • Must be able to secure necessary permits from LGU, if applicable 		
Itinerary: <ul style="list-style-type: none"> • Day 1: ACPC Head Office, Ortigas to Venue • Day 3: Venue to ACPC Head Office, Ortigas 		
COST AND BILLING ARRANGEMENTS <ul style="list-style-type: none"> • Competitive pricing/package • Inclusions should cover venue rental, room accommodations, meals, snacks, use of facilities and staff support • Can cater Send Bill Arrangement 		

FINANCIAL OFFER

<u>Terms of Payment:</u>	
<i>Payment shall be made through Land Bank's Transfer facility within thirty (30) days after the Submission of Billing and User Acceptance of the product. Bank transfer fee shall be under charged against the creditor's account:</i>	
Payment Details:	
<i>Banking Institution:</i>	
<i>Account Number:</i>	
<i>Account Name:</i>	
<i>Branch:</i>	



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

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Approved Budget for the Contract (ABC)	Total Offered Quotation (Inclusive of VAT)	
One Million Eight Hundred Forty Thousand Pesos (P1,840,000.00)	In Words:	
	In Figures:	

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

 Signature over Printed Name

 Position/Designation

 Office Telephone

 Email address/es

 Date