



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



REQUEST FOR QUOTATION

HOTEL LODGING AND MEETING FACILITIES FOR THE 2025 ACPC POLICY FORUM – SOUTH LUZON CLUSTER			
Approved Budget for the Contract:	Php1,500,000.00	RFQ No.:	RFQ - 035
Purchase Request/s No:	2025-04-208	Deadline for Submission of Bids:	MAY 16, 2025 (5PM)
Mode of Procurement:	Small Value Procurement (Sec. 34.1)	Delivery Period:	JUNE 3 - 7, 2025

Date: May 9, 2025

The Agricultural Credit Policy Council (ACPC) through its Bids and Awards Committee (BAC), intends to procure **Hotel Lodging and Meeting Facilities for the 2025 ACPC Policy Forum – South Luzon Cluster** through **Section 34.1 (Small Value Procurement)** of the 2024 revised Implementing Rules and Regulations of Republic Act No. 12009.

Interested bidders of known qualifications are hereby invited to submit their duly signed quotation subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ) through email or at the below address:

RACHEL A. BUSTAMANTE
 Head, BAC Secretariat
 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


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. Tax Clearance Certificate

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 <u>accomplished prescribed / standard Quotation Form and Documentary Requirements within the prescribed</u> 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, cooperative, or joint venture; or a duly notarized Special Power of Attorney in case of 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-ED MAGDALENA S. CASUGA
 Chairperson, Bids and Awards Committee

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ANNEX A

QUOTATION FORM

Company / Business Name : _____
 TIN : _____
 Address : _____
 Contact Person : _____
 Contact Number : _____
 Email Address : _____

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

HOTEL LODGING AND MEETING FACILITIES FOR THE 2025 ACPC POLICY FORUM – SOUTH LUZON CLUSTER		
Minimum Technical Specifications	Offered Technical Specification / Service	Statement of Compliance ("Comply" or "Not Comply")
<i>Note: Non-compliance with the minimum required specifications shall result in rejection</i>		
OPTION 1 – Venue, Hotel Accommodation and Food Requirements		
Availability of the Function Hall <ul style="list-style-type: none"> Must be available on June 5, 2025 (whole day) Must be available for use of 3 to 5 hours on the day before the event for a technical run-through 		
Location <ul style="list-style-type: none"> Within Pasay area Easily accessible via public and private transport 		
Capacity <ul style="list-style-type: none"> Can accommodate 250 to 300 participants With flexible seating arrangements Display space for 10 to 15 product exhibitors, strategically place to maximize visibility and ease of access for all attendees 		
Facilities and Equipment <ul style="list-style-type: none"> Air-conditioned function room High-quality audio-visual system with LED wall, prompter, wireless 		

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<p>and wired stand microphones, speakers</p> <ul style="list-style-type: none"> • Reliable Wi-Fi connection • Podium • Couch • Complimentary note pads 		
<p>Catering Services Packed AM Snack</p> <ul style="list-style-type: none"> • Setup suitable for 250 to 300 persons • Serving time: 8:00am <p>Packed Lunch</p> <ul style="list-style-type: none"> • Setup suitable for 250 to 300 persons • One complete meal (<i>with options for dietary restrictions if applicable</i>) • One bottle of mineral water • Serving time: 12:00pm 		
<p>Accessibility and Amenities</p> <ul style="list-style-type: none"> • Clean and adequate comfort rooms • Parking space for staff and guests 		
<p>Cost and Billing Arrangements</p> <ul style="list-style-type: none"> • Competitive pricing / package • Inclusions should cover venue rental, use of facilities, and staff support • Can cater Send Bill Arrangement 		
<p>Hotel Rooms June 3 to 7, 2025</p> <ul style="list-style-type: none"> • 48 rooms (single / twin / triple / sharing) 		
<p>Food Arrangements June 3 to 7, 2025</p> <ul style="list-style-type: none"> • Lunch and dinner for 60 pax 		

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OPTION 2 – Catering Service Requirements		
Packed AM Snack <ul style="list-style-type: none"> • Setup suitable for 250 to 300 persons • Serving time: 8:00am 		
Packed Lunch <ul style="list-style-type: none"> • Setup suitable for 250 to 300 persons • One complete meal (<i>with options for dietary restrictions if applicable</i>) • One bottle of mineral water • Serving time: 12:00pm 		
Beverage Station <ul style="list-style-type: none"> • Water and coffee station to be available throughout the event • Continuous replenishment of hot coffee and drinking water 		
Arrangements of tables and Chairs <ul style="list-style-type: none"> • Rectangular tables and chairs for 270 pax • Round tables for 30 pax 		
OPTION 3 – Hotel Accommodation and Food Arrangement		
Hotel Rooms June 3 to 7, 2025 <ul style="list-style-type: none"> • 48 rooms (single / twin / triple / sharing) 		
Food Arrangements June 3 to 7, 2025 <ul style="list-style-type: none"> • Lunch and dinner for 60 pax 		

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

 Signature over Printed Name

 Designation

 Date



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TERMS OF PAYMENT

Terms of Payment:

Payment shall be made through Land Bank's Bank Transfer facility within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution : _____
 Account Number : _____
 Account Name : _____
 Branch : _____



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FINANCIAL OFFER

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

HOTEL LODGING AND MEETING FACILITIES FOR THE 2025 ACPC POLICY FORUM – SOUTH LUZON CLUSTER		
Options	Approved Budget for the Contract (ABC)	Total Offered Quotation (Inclusive of VAT)
Option 1	One Million Five Hundred Thousand Pesos (P1,500,000.00)	In Words: _____ _____
		In Figures: _____ _____
Option 2	Nine Hundred Thousand Pesos (P900,000.00)	In Words: _____ _____
		In Figures: _____ _____
Option 3	One Million Two Hundred Thousand Pesos (P1,200,000.00)	In Words: _____ _____
		In Figures: _____ _____

NOTE TO SUPPLIERS: PLEASE CHOOSE AMONG THE THREE (3) OPTIONS



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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. 12009 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

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