



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 CUSTOMIZED DRI-FIT ROUND NECK SHIRTS (ABC: PHP107,500.00)			
Approved Budget for the Contract (ABC):	PhP107,500.00	RFQ No.	2025 - 036
Purchase Request/s No:	2025-04-232	Deadline for Submission of Bids:	May 14, 2025 (Wednesday), 5PM.
Mode of Procurement	Small Value Procurement (Sec. 34.1)	Delivery Period:	May 23, 2025

The **Agricultural Credit Policy Council (ACPC)** through its Bids and Awards Committee (BAC), intends to procure **Customized Dri-Fit Round Neck Shirts** 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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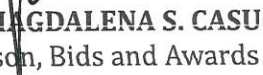
Documentary Requirements:

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

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.

For any clarification, you may contact us at telephone no. (02) 8634-3321 or email address at procurement@acpc.gov.ph.

Very truly yours,


OIC-ED MAGDALENA S. CASUGA
Chairperson, Bids and Awards Committee

ANNEX A



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

PROCUREMENT OF CUSTOMIZED DRI-FIT ROUND NECK SHIRTS (ABC: PHP107,500.00)			
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>			
Requirements:			
Customized Round Neck Dri-Fit			
<ul style="list-style-type: none"> ● Color/s: Black ● Material: Dri-Fit ● Sizes: Various Sizes (XS-5XL) ● Full Sublimation Print of customized design, smooth and sleek fabric, good quality cloth ● 2 layouts (front and back) 			

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.

PROCUREMENT OF CUSTOMIZED DRI-FIT ROUND NECK SHIRTS (ABC: PHP107,500.00)		
Approved Budget for the Contract (ABC)	Total Offered Quotation (Inclusive of VAT)	
One Hundred Seven Thousand Pesos (P107,000.00)	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

