



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

PROVISION OF ANNUAL PHYSICAL EXAMINATION (APE) FOR AGRICULTURAL CREDIT POLICY COUNCIL (ACPC) EMPLOYEES (ABC: PHP1,182,500.00)			
Approved Budget for the Contract (ABC):	PHP1,182,500.00	RFQ No.	2025-038
Purchase Request/s No:	2025-04-231	Deadline for Submission of Bids:	May 26, 2025 (Monday), 8AM.
Mode of Procurement	Small Value Procurement (Sec. 34.1)	Delivery Period:	June 2-3, 2025

The **Agricultural Credit Policy Council (ACPC)** through its Bids and Awards Committee (BAC), intends to procure an Onsite Medical Services for the conduct of **Annual Physical Examination (APE) and Vaccination Services for ACPC Personnel** 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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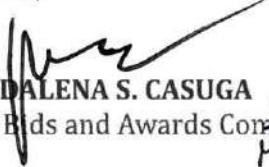
Documentary Requirements:

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



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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.



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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.



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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:

PROVISION OF ANNUAL PHYSICAL EXAMINATION (APE) FOR AGRICULTURAL CREDIT POLICY COUNCIL (ACPC) EMPLOYEES (ABC: PHP1,182,500.00)			
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>			
DURATION: <ul style="list-style-type: none"> June 2-3, 2025 ACPC Head Office, Ortigas 			
I. MEDICAL PACKAGE			
APE (Basic 5 + Drug Test) <ul style="list-style-type: none"> Medical History and Physical Examination Chest X-Ray Urinalysis Fecalalysis Complete Blood Count (CBC) Drug Test Papsmear for female personnel 35 years old and above 			
BLOOD CHEMISTRY: <ul style="list-style-type: none"> Fasting Blood Sugar (FBS) Blood, Urea, Nitrogen (BUN) Creatinine Blood Uric Acid (BUA) Lipid Profile (Cholesterol, Triglycerides, HDL, LDL, VLDL) SGPT SGOT 			
Requirements: <ul style="list-style-type: none"> Can accommodate 200 to 210 pax On-site For Blood Extraction and 			



<p>Urinalysis: Experienced Medical Technologist and provision for proper and hygienic waste disposal</p> <ul style="list-style-type: none"> • For Chest X-ray examinations: Air-conditioned and clean/well maintained van 			
<p>Electrocardiogram (ECG) for 40 yrs. old and above and participants with pre-existing condition:</p> <p>Requirements:</p> <ul style="list-style-type: none"> • On-site • At least one (1) unit ECG machine in good working condition • Clean beds with fresh linens, pillows and pillow cases • Provision for dividers for separate cubicles for male and female personnel 			
<p>Flu Vaccine:</p> <ul style="list-style-type: none"> • Can accommodate 150 to 160 pax • Type of Vaccine: Quadrivalent Seasonal Influenza Vaccine (Split Virion, Inactivated, WHO-recommended strain for 2022) • Pharmaceutical Form: Suspension for injection in pre-filled syringes (I.M.), Colorless clear liquid, filled in single-dose syringes (glass, type I), Influenza vaccine, Split Virion, 0.5 ml • Nature and Contents of the Container: Type I pre-filled glass syringe x 0.5 ml with needle • Packaging: Box of one single dose 			





<ul style="list-style-type: none"> ● Special Precautions for Storage: Storage at 2 ° - 8 °. Not to be frozen. ● Packaging: Box of one single dose 			
<p>NOTE:</p> <ul style="list-style-type: none"> ● The contract shall be awarded as 1 lot. ● Annual Physical Examination will be done on-site (ACPC Office) on June 2-3, 2025. ● Flu Vaccination will be done on-site (ACPC Office) during the 3rd quarter of 2025. ● Results shall be accessible online within five days after completion of the medical exam. ● ACPC personnel who failed to avail the exam on-site shall be allowed to take the medical services/package at the branch office of the service provider. ● Fully functional equipment (i.e, X-Ray, ECG machine, etc.) and consumables necessary for testing services shall be provided during the APE. ● Ocular inspection of the clinic / facility shall be conducted by ACPC prior awarding of contract. ● Payment will be based on the <u>actual number</u> of employees who will avail the services. ● For additional tests/services requested by the ACPC personnel other than those included in the package shall be at the expense of the personnel. 			





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FINANCIAL OFFER

Terms of Payment:

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:

Payment Details:

<i>Banking Institution:</i>	
<i>Account Number:</i>	
<i>Account Name:</i>	
<i>Branch:</i>	





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.

PROVISION OF ANNUAL PHYSICAL EXAMINATION (APE) FOR AGRICULTURAL CREDIT POLICY COUNCIL (ACPC) EMPLOYEES (ABC: PHP1,182,500.00)		
Approved Budget for the Contract (ABC)	Total Offered Quotation (Inclusive of VAT)	
One Million One Hundred Eighty Two Thousand Five Hundred Pesos (P1,182,500.00)	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

