



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

FOOD AND LODGING FOR THE PROGRAM DEVELOPMENT DIVISION (PDD) ACTIVITY AND BUDGET PROPOSAL: 1ST SEM PERFORMANCE ASSESSMENT AND 2ND SEMESTER PLAN REVIEW AND CALIBRATION SESSIONS

Approved Budget for the Contract (ABC):	Php 525,000.00	RFQ No.	2025-045
Purchase Request/s No:	2025-05-302	Deadline for Submission of Bids:	June 02, 2025 10:00am
Mode of Procurement	Small Value Procurement (Sec. 34.1)	Delivery Period:	June 3-5, 2025

The Agricultural Credit Policy Council (ACPC) through its Bids and Awards Committee (BAC), intends to procure Venue rental for the conduct of Program Development Division (PDD) Activity and Budget Proposal: 1st Semester Performance Assessment and 2nd Semester Plan Review and Calibration Sessions 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





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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.

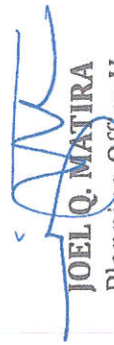
Documentary Requirements:

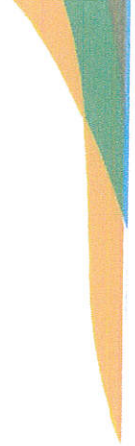
1. Mayor's/Business Permit (in case of expired permit, submit a copy of recently expired permit and Official Receipt as proof of renewal)
2. PhilGEPS Registration Certificate
3. Notarized Omnibus Sworn Statement
4. Tax Clearance Certificate

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,


JOEL Q. MATIRA
 Planning Office V
 Member, BIDS and Awards Committee





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ANNEX A

QUOTATION FORM

Name of Company:

Address:

Contact Person:

Contact Number:

Email Address:

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

FOOD AND LODGING FOR THE PROGRAM DEVELOPMENT DIVISION (PDD) ACTIVITY AND BUDGET PROPOSAL: 1ST SEM PERFORMANCE ASSESSMENT AND 2ND SEMESTER PLAN REVIEW AND CALIBRATION SESSIONS

Venue Requirements

1. Availability
 - Venue must be available on **June 3-5, 2025**
 - The venue may be used for the duration of the workshop (3days)
 - For accommodations and Meals

Particulars	Amount (Php)	No. of Pax	No. of days
Food and Lodging	2,400.00	75	2.5 days
Food and Lodging	1,200.00	75	.5 days
Venue Rental	25,000.00	75	3 days



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2. Location

- Within Pasig City Area
- Easily accessible via public and private transport

3. Capacity

- Can accommodate 75 participants
- With Flexible seating arrangements (e.g Classroom type)

4. Facilities and Equipment

- Air-Conditioned Function room
- High quality audio visual system with projector, speakers, microphones
- Reliable Wi-Fi connection
- Podium
- Complimentary notepads and pencils

5. Catering Services

- Availability of in-house catering
- Drinking water and coffee station

6. Accessibility and Amenities

- Clean and adequate comfort rooms
- Parking space for guests and staff

7. Cost and Billing Arrangement

- Competitive pricing/package
- Inclusions shoul cover venue rental , accommodations, meals, snacks, use of facilities, staff support
- Can cater Send Bill Arrangement

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

Signature over Printed Name

Designation

Date





BAGONG PILIPINAS



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**FOOD AND LODGING FOR THE PROGRAM DEVELOPMENT DIVISION (PDD) ACTIVITY AND
 BUDGET PROPOSAL: 1ST SEM PERFORMANCE ASSESSMENT AND 2ND SEMESTER PLAN
 REVIEW AND CALIBRATION SESSIONS**

Lot No.	Item Description	ABC (Php)	Qty	Unit	Unit Cost	Total Amount
1	FOOD AND LODGING	525,000.00	1			
TOTAL OFFERED QUOTATION: (Total amount of all items)						
In Words:						
In Figures:						

PAYMENT DETAILS

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

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.



BAGONG PILIPINAS



ACPC

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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.

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

Signature over Printed Name

Position/Designation

Date