



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-SMALL VALUE PROCUREMENT

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE SECOND QUARTER (ABC: PHP80,000.00)			
Approved Budget for the Contract (ABC):	PhP80,000.00	RFQ No.	2025 – 047
Purchase Request/s No:	2025-05-305	Deadline for Submission of Bids:	June 20, 2025 (Friday, 5:00 PM)
Mode of Procurement	Small Value Procurement (Sec. 34.1)	Delivery Period:	June 23-27, 2025

Date: June 13, 2025

The Agricultural Credit Policy Council (ACPC) through the Bids and Awards Committee (BAC), intends to procure the item/s indicated in this Small Value Procurement (SMV) in accordance with Section 34.1 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

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



QUOTATION FORM

Name of Company : _____
 Address : _____
 Contact Person : _____
 Contact Number : _____
 Email address : _____

After having carefully read and accepted the Terms and Conditions of this RFQ, hereunder is our quotation/s for the item as follows:

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE SECOND QUARTER (ABC: PHP80,000.00)			
Battery AA			
Battery AAA			
Glue Stick			
A4 Documentary Envelope			
A4 Folder (brown)			
Legal, File tab Divider			
A4 File tab Divider			
Specialty Paper			
Permanent marker (Black)			
White Board Marker (Black)			
Sign Pen pilot 1.0			
Sign Pen pilot 0.5			
Gel Pen, black			
Tape Dispenser, Table Top			
Duct tape			
Trash Bag Small by 10			
Trash Bag XXL by 10			
Staple wire no #35			
Earmark			
Steno note book			
ruler 12 inch			
Ballpen, Black			
Sticker Paper			
Document box with cover 12 W x15.50 L x 10 H			
Epson 003 black (Original)			
Epson 003 magenta (Original)			
Epson 003 cyan (Original)			
Epson 003 yellow (Original)			
• <i>Note: Please specify the offered brand</i>			

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

Signature over Printed Name

Designation

Date

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE SECOND QUARTER (ABC: PHP80,000.00)						
Lot No.	Item Description	ABC (Php)	Qty	Unit	Unit Cost	Total Amount
1	OFFICE SUPPLIES FOR THE 2 ND QUARTER	80,000.00	1	LOT		
TOTAL OFFERED QUOTATION: (Total amount for all items)			In words:			
			In figures: ₱			

PAYMENT DETAILS:	
Banking Institution:	
Account Number:	
Account Name:	
Branch	

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