



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**

<b>SUBSCRIPTION FOR ONE (1) YEAR OF CLOUD-BASED E-SIGNATURE SERVICE (ABC: PHP900,000.00)</b>			
Approved Budget for the Contract (ABC):	<b>PHP900,000.00</b>	RFQ No.	<b>2025 – 048</b>
Purchase Request/s No:	<b>2025-04-234</b>	Deadline for Submission of Bids:	<b>June 23, 2025 (Friday, 5:00 PM)</b>
Mode of Procurement	<b>Small Value Procurement (Sec. 34.1)</b>	Delivery Period:	<b>15 days upon receipt of PO</b>

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](mailto: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:

<b>SUBSCRIPTION FOR ONE (1) YEAR OF CLOUD-BASED E-SIGNATURE SERVICE</b> <b>(ABC: PHP900,000.00)</b>			
<b>Cloud-Based E-Signature Service</b>			
Subscription Type: Transaction Based			
No. of Transactions: 10,000			
Subscription Period: 1 year			
Features:			
- Use web or mobile apps to send documents that recipients can e-sign anywhere, on any device.			
- Track responses, get email notifications, and send reminders from anywhere.			
- Easily add logos, taglines, and key messages to create a branded signing experience.			
- Manage active users—and define user-group specific settings.			
Post signable forms on your website so visitors can sign agreements easily.			
- Collect payments—including contract fees, donations, and online orders—right as customers fill and sign forms with a Braintree account.			
- Ask signers to type a one-time verification code delivered to their phone or use knowledge-based authentication.			
- Let senders and signers choose from 34 available languages.			
- Store frequently used documents and forms as reusable templates, and share across your team.			
- Send one document to many people using the Mega Sign tool, so each recipient gets a personalized version to sign.			
- Add advanced calculations, conditional logic, hyperlinks, and more to forms.			
- Send documents for signature directly from Microsoft Word,			

Outlook, or PowerPoint.			
- Send documents for signature directly from Google Drive.			
- Send PDF and Word documents for signature directly from Box.			
- Send PDF and Word documents for signature directly from			
Dropbox.			
- Acrobat Sign is certified compliant with ISO 27001, SOC 2			
Type 2, and PCI DSS.			
- Fine-tune default settings for security, authentication, the send			
page experience, and more.			
- Get 24x7, 365-day support with experts in licensing and other			
IT topics, as well as open and track support cases.			
- Let users sign in with their existing Federated ID.			
- Automatically add signature and business fields to documents			
before sending using Adobe Sensei intelligence, or create your			
own custom form fields.			
- Let recipients click on a link to open and sign—no downloads			
or sign-ups needed.			
- Use the Acrobat Sign mobile app to get handwritten signatures			
from others in person.			
- Track responses, get email notifications, and send reminders			
from anywhere.			
- Store signed documents and audit trails securely, and send			
copies to all parties automatically.			
- Use your mobile device camera to turn paper documents into			
crisp, clear e-documents before sending to others for signature.			
- When signing from a non-touch-enabled computer, easily add			
a handwritten signature by sending a text message to your			
mobile device.			
- Print, sign, scan, and return documents without a fax machine.			
with handwritten signatures.			
Get the accuracy, authentication, and auditability of electronic			
signing, even when working with handwritten signatures.			
- Comply with the most demanding signature laws and digital signatures.			
regulations. Signers use certificate-based digital IDs to verify			

their identity using desktop or cloud-based digital signatures. - Let participants add a visible business stamp to your document or form, such as a "Received" stamp, a company seal, or a personalized Hanko stamp in Japan. - invite people to sign by sending an email, and optionally ask for a password before signing.			
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I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

SUBSCRIPTION FOR ONE (1) YEAR OF CLOUD-BASED E-SIGNATURE SERVICE (ABC: PHP900,000.00)						
Lot No.	Item Description	ABC (Php)	Qty	Unit	Unit Cost	Total Amount
1	ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED E-SIGNATURE SERVICE	900,000.00	1	LICENSE		
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