



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/  
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**REQUEST FOR QUOTATION-SMALL VALUE PROCUREMENT**

<b>PRODUCTION OF SIX (6) RADIO PLUGS FEATURING ACPC PROGRAMS (ABC: PHP600,000.00)</b>			
Approved Budget for the Contract (ABC):	<b>PhP600,000.00</b>	RFQ No.	<b>2025 – 049</b>
Purchase Request/s No:	<b>2025-06-324</b>	Deadline for Submission of Bids:	<b>June 25, 2025, Friday, 5:00 PM</b>
Mode of Procurement	<b>Small Value Procurement (Sec. 34.1)</b>	Delivery Period:	<b>Within 10 days after NOA &amp; PO has been approved and issued</b>

Date: June 18, 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

<b><u>INSTRUCTION TO SUPPLIER</u></b>
<ul style="list-style-type: none"> <li>• Submit your quotation using the prescribed <b>Quotation Form</b> (Annex A of the RFQ).</li> <li>• Accomplish the Quotation Form and do not alter the contents of the form in any way.</li> <li>• Non-compliance with the submission of the <b>accomplished prescribed/standard Quotation Form</b> and <b>Documentary Requirements within the prescribed deadline</b> shall automatically be disqualified.</li> </ul>

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-ED 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>PRODUCTION OF SIX (6) RADIO PLUGS FEATURING ACPC PROGRAMS                      (ABC: PHP600,000.00)</b>		
<b>TERMS OF REFERENCE</b>		
<b>Engagement of Service Provider for the Development and Production of                      Radio Plugs</b>		
<b>I. Objective</b>		
To produce professional, high-quality radio plugs aimed at enhancing public awareness and understanding of ACPC’s credit programs, particularly among farmers, fisherfolk, and agri-fishery-based micro and small enterprises		
<b>II. Approved Budget for the Contract</b>		
The total budget for the project amounts to <b>Php 600,000</b> . Said budget is included in the ACPC Supplemental Budget for FY 2025 under the Communications and Public Affairs Division (CPAD).		
<b>III. Scope of Work</b>		
The selected service provider will be responsible for the following tasks:		
<b>1. Concept and Script Development</b>		
<ul style="list-style-type: none"> <li>• Collaborate with the Communications and Public Affairs Division (CPAD) to develop the creative concept for the radio plug.</li> <li>• Draft scripts based on the key message and objectives.</li> <li>• Revise scripts as needed based on client feedback.</li> </ul>		
<b>2. Voice Talent Selection</b>		
<ul style="list-style-type: none"> <li>• Provide options for professional voice talents with varying tones, accents, and languages/dialects.</li> <li>• Conduct voice recordings with chosen talents.</li> </ul>		
<b>3. Music and Sound Design</b>		
<ul style="list-style-type: none"> <li>• Source or create original background music and sound effects suitable for the radio plug.</li> <li>• Ensure all audio elements are properly licensed for use.</li> </ul>		

#### 4. Production and Editing

- Record and produce high-quality audio files.
- Edit the final radio plug to meet technical and creative standards.

#### 5. Output and Submission

- Deliver final audio files in formats suitable for broadcast (e.g., MP3, WAV).
- Provide copies of all relevant licenses and permissions for the music and sound effects used.

#### 6. Revisions

- Allow up to 2 rounds of revisions to ensure the plug meets client expectations.

### IV. Deliverables

Six (6) 1-minute radio plugs featuring the following:

1. ACPC Overview
2. AgriNegosyo (ANYO) Program
3. Kapital Access for Young Agripreneurs (KAYA) Program
4. ACPC Helpdesk
5. AgriPuhunan at Pantawid (APP) Program
6. Online Repayment Portal

### V. Work Plan

Activities		Target Date of Delivery
1	Collate technical content and other reference materials for the Development of the six (6) video output to be provided by CPAD	Must be completed within ten (10) calendar days after Notice to Proceed has been approved and issued
<b>Storyboarding</b>		
2	Development of video content (storyboard)	
a	Creation and submission of the first draft of script for the six (6) radio plugs based on the technical content and reference materials	Must be completed within five (5) calendar days upon turnover of technical content and other reference materials to be provided by CPAD
b	Presentation of the revised storyboard after the first presentation/revision	Must be completed within five (3) calendar days after the recommended revision on the first version
c	Submission of the final version of the storyboard	Within three (3) calendar days after the recommended revision on the final version
<b>Radio Plug Production</b>		
3	Development of the six (6) radio plugs	
a	Submission of the 1st draft of radio plugs (1st version)	Must be completed within fifteen (15) calendar days

		upon submission of the final and approved storyboard
b	Revision and editing of radio plugs (2nd version)	Must be completed within five (5) calendar days after the recommended revision on the first version of the animated videos
c	Submission of the final version of the radio plugs for approval of CPAD	Within five (5) calendar days after the recommended revision on the second version of the animated videos

## VI. Payment Schedule

The service provider shall be paid the total contract price, inclusive of tax. Payment shall be made in four (4) tranches:

Project Milestone		Percentage of Payment
1	Approval by CPAD of the final script for the six (6) radio plugs	20%
2	Submission by the Service Provider of the 1st version of the six (6) radio plugs	20%
3	Submission by the Service Provider of the 2nd version of the six (6) radio plugs	30%
4	Approval and acceptance by CPAD of the final versions of the six (6) radio plugs	30%

The service provider shall not be held liable for any delays in the production and delivery of Audio-Visual Presentations (AVPs) or radio plugs that are caused by the unavailability or untimely provision of necessary content and materials from the Agricultural Credit Policy Council (ACPC).

In particular, content related to the enhanced credit programs (e.g., ANYO, KAYA, and SURE) is subject to the review and approval of the ACPC Governing Council. Therefore, any delay resulting from pending approvals or the untimely provision of required content by ACPC shall not constitute a fault, breach, or negligence on the part of the service provider.

Accordingly, the agreed payment schedule shall remain in effect and shall proceed as planned, as such delays are attributable to ACPC and outside the control of the service provider.

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

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

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

PRODUCTION OF SIX (6) RADIO PLUGS FEATURING ACPC PROGRAMS (ABC: PHP600,000.00)						
Lot No.	Item Description	ABC (Php)	Qty	Unit	Unit Cost	Total Amount
1	PRODUCTION OF SIX (6) RADIO PLUGS FEATURING ACPC PROGRAMS	600,000.00	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