



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

ENGAGEMENT OF SERVICE PROVIDER FOR THE MAINTENANCE AND IMPROVEMENT OF EXISTING QUALITY MANAGEMENT SYSTEM (QMS) AND INTERNAL QUALITY AUDIT (IQA)			
Approved Budget for the Contract (ABC):	PhP 500,000.00	RFQ No.	2025-055
Purchase Request/s No:	2025-07-457	Deadline for Submission of Bids:	August 5, 2025 (Tuesday), 5PM.
Mode of Procurement:	Small Value Procurement (Sec. 53.9)	Delivery Period:	August 2025

Date: July 28, 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 53.9 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

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

<u>INSTRUCTION TO SUPPLIER</u>
<ul style="list-style-type: none"> • 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,


DIR. 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:

ENGAGEMENT OF SERVICE PROVIDER FOR THE MAINTENANCE AND IMPROVEMENT OF EXISTING QUALITY MANAGEMENT SYSTEM (QMS) AND INTERNAL QUALITY AUDIT (IQA) (PHP500,000.00)

TERMS OF REFERENCE

A. For the maintenance and improvement of existing ACPC's Quality Management Systems (QMS).

Maintenance visits (any of the following activities, depending on the results of gap assessment:)

- Monitoring of Implementation, monthly
- Guidance in Management review
- Supervised Internal Audit
- Checking the status of actions to address non-conformities
- Guidance in the review and analysis of Customer Feedback, as necessary
- Conduct training as needed depending on the result of the gap assessment. Courses may include the following:
 - Leadership and QMS
 - ISO 9001:2015 Awareness
 - Risk Orientation
 - Auditor's Harmonization on Auditing ISO 9001:2015 Requirements
 - Root Cause Analysis

DELIVERABLES:

- A report shall be submitted to the Client by the assigned Consultant at the end of each consulting engagement.
- For training activities conducted, an electronic copy of the training handout and certificate will be provided.

B. For the Conduct of Audit of the Established ACPC's Quality Management Systems (QMS) with the Objective of the organization's Internal Audit Process in line with guidelines of ISO 19011:2018

Review of documents

Prepare an Audit Plan (based on your Audit Program)

Prepare Audit Checklist

Conduct Opening Meeting

Conduct On-Site Audit

Prepare Audit Findings

Prepare Non-conformity Statements in the Corrective Action Request Form

Conduct Closing Meeting

Audit Report Preparation - offsite

NOTE:

1. Forms to be used are Client's forms.
2. All audit records shall be turned over to the Client.

SCOPE: Established Quality Management System (QMS)

CRITERIA: ISO 9001:2015 and the organization's established QMS

LOCATION: 25th, 28th, and 30th Floors One San Miguel Ave Building San Miguel Ave cor. Shaw Blvd Ortigas Center Pasig City

C. Criteria:

- ❖ R.A. 9184 Requirements – i.e. Mayor's Permit/Business Permit, DTI/SEC Registration, PhilGEPS Registration Certificate, Latest Income Tax Return, Notarized Omnibus Sworn Statement, At least 5 years of experience in conducting QMS, At least 5 similar engagements at least 2 are for government institutions.

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

Signature over Printed Name

Designation

Date

ENGAGEMENT OF SERVICE PROVIDER FOR THE MAINTENANCE AND IMPROVEMENT OF EXISTING QUALITY MANAGEMENT SYSTEM (QMS) AND INTERNAL QUALITY AUDIT (IQA) (PHP500,000.00)

Lot No.	Item Description	ABC (Php)	Qty	Unit	Unit Cost	Total Amount
1	QMS and IQA	500,000.00	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.
- 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.
- 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.
- The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 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