



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


LEASE OF VENUE (Php 100,000) & MEALS (Php 297,000.00) FOR THE CONDUCT OF AGRI CREDIT UGNAYAN IN REGION V			
Approved Budget for the Contract (ABC):	PhP397,000.00	RFQ No.	2025 – 062
Purchase Request/s No:	2025-08-491	Deadline for Submission of Bids:	August 22, 2025 (Friday), 3 PM
Mode of Procurement	Small Value Procurement (Sec. 34.1)	Delivery Period:	August 26-28, 2025

Date: August 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 (SVP) 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


CRISTINA P. MORENO
 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,


DIR. NORMAN WILLIAM S. KRAFT
 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:

LEASE OF VENUE (Php 100,000) & MEALS (Php 297,000.00) FOR THE CONDUCT OF AGRI CREDIT UGNAYAN IN REGION V

Venue Requirements

1. Priority will be given to publicly-owned venue, per Section 35.9 of RA 12009
2. Availability
 - Venue must be available on **August 27, 2025** for the event proper, and August 26, 2025 for the tech run and ingress
 - The venue may be used for the duration of the activity
2. Location
 - Within Pili, Camarines Sur area
3. Capacity
 - Can accommodate 330 participants
 - With flexible seating arrangements (i.e. breakout sessions and booth exhibition)
4. Facilities & Equipment
 - Air-conditioned venue
 - High-quality audio-visual system with LED wall/projector, speakers, microphones
 - Event lights, sound system and stage
 - Reliable Wi-Fi connection
5. Cost & Billing Arrangement
 - Competitive pricing/package
 - Can cater Send Bill Arrangement

Meals Requirement

1. Meals for 330 pax include:
 - Breakfast, AM and PM Snacks, Lunch (including drinks)
2. Water refilling station

I hereby certify to comply and deliver the above requirements.

Signature over Printed Name

Designation

Date

**LEASE OF VENUE (Php 100,000) & MEALS (Php 297,000.00) FOR THE CONDUCT OF
AGRI CREDIT UGNAYAN IN REGION V**

Lot No.	Item Description	ABC (Php)	Qty	Unit	Unit Cost	Total Amount
	Rental of Venue, Event Lights, Sound System and Stage	Php 100,000.00	1	LOT		
	MEALS (Breakfast, AM & PM Snacks, Lunch)	Php 297,000.00	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.
- Award of Contract shall be made to the supplier/bidder with the Most Economically Advantageous Responsive Bid 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.

- 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