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

LAYOUT, PRINTING, AND DELIVERY OF 2025 ACPC NEWS MAGAZINE (1st and 2nd Semester Issue)			
Approved Budget for the Contract:	**PHP 450,000.00**	RFQ No.:	**2026-009**
Purchase Request No.:	**2026-03-103**	Deadline for Submission of Bids:	**March 19, 2026**
Mode of Procurement:	**Sec. 34.1 (Small Value Procurement)**	Delivery Period/Terms:	**10 to 15 days upon receipt of PO**

Date: March 11, 2026

The Agricultural Credit Policy Council (ACPC) through its Bids and Awards Committee (BAC), intends to procure the **"Layout, Printing and Delivery of 2025 ACPC News Magazine (1st and 2nd Semester Issue)"** through Section 34.1 (Small Value Procurement) of the Implementing Rules and Regulation (IRR) of Republic Act (R. A.) No. 12009.

Interested bidders of known qualifications are hereby invited to submit their duly signed quotation subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ) through email or at the below address:

CRISTINA P. MORENO
Head, BAC Secretariat
Agricultural Credit Policy Council
28F OSMA Building, San Miguel Ave., cor. Shaw Boulevard, Ortigas Center, Pasig City
procurement@acpc.gov.ph | (02) 8634 3321

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 *(pref. Platinum)*
3. Notarized Omnibus Sworn Statement
4. Tax Clearance Certificate

INSTRUCTION TO SUPPLIER

1. Submit your quotation using the prescribed **Quotation Form** (Annex A of the RFQ)
2. Accomplish the Quotation Form and do not alter the contents of the form in any way
3. 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, cooperative, or joint venture; or a duly notarized Special Power of Attorney in case of sole proprietorship, giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Very truly yours.

CRISTINA P. MORENO
Cristina Moreno (Mar 11, 2026 15:06:15 GMT+8)
BAC Secretariat

Annex A

QUOTATION FORM

Company/Business Name : _____

TIN : _____

Address : _____

Contact Person : _____

Contact Number/Email : _____

PhilGEPS Registration No. : _____

Sir/Madam:

After having carefully read and accepted the Instructions and Terms & Conditions, I/we submit our quotation/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the items below. Do not leave any blank items. Indicate "**0**" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidders Statement of Compliance" against each of the individual parameters of each specification.

Scope of Work	Approved Budget for the Contract (ABC)	Total Quantity	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
Layout of Two (2) Issues of the Philippine Agri Finance News • Draft of the 20-paged Philipine Agri-Finance News (*for comments and proofreading*) **Printing/Publication of the Philippine Agri Finance News** Specifications: • Letter size • Matte 80 • Full color • Offset printing • Saddle stitch binding **Deliverables** • Draft layout of two (2) issues of the 20-paged Philippine Agri Finance News (*for comments and proofreading*) **Subject to changes and approval of the end-user*	450,000.00	1,500 x 2 issues Total of 3000 copies			
Printer Qualifications for News Magazine • The machinery/capacity to print IED materials;					

• The expertise for layout and design; and • Has been in the printing industry for at least five (5) years; • Registration Certificate issued by SEC, DTI or CDA; and • PhilGEPS registration					

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

_____
Signature over Printed Name

_____
Designation

_____
Date

FINANCIAL OFFER

Please quote your **best offer** for the item/s above. Do not leave any blank items. Indicate "**0**" if the item being offered is for free.

LAYOUT, PRINTING, AND DELIVERY OF 2025 ACPC NEWS MAGAZINE (1st and 2nd Semester Issue)	
Approved Budget for the Contract	**Total Offered Quotation (VAT Inclusive)**
Four Hundred Fifty Thousand Pesos (PHP 450,000.00)	**In words:** _____ _____ **In Figures:** _____ _____

TERMS OF PAYMENT

Payment shall be made through bank transfer facility or cheque within thirty (30) days after submission of Billing and User Acceptance of the product. Bank transfer fee shall be charged against the creditor's account.

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 R. A. No. 12009 and its Implementing Rules and Regulations and associated issuances.