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

RENEWAL OF CLOUD-BASED E-SIGNATURE SERVICE			
Approved Budget for the Contract:	**PHP 700,000.00**	RFQ No.:	**2026-016**
Purchase Request No.:	**2026-06-254**	Deadline for Submission of Bids:	**June 12, 2026, 5:00pm**
Mode of Procurement:	**Sec. 34.1 (Small Value Procurement)**	Delivery Period/Terms:	**15 to 30 days upon receipt of PO**

Date: June 3, 2026

The Agricultural Credit Policy Council (ACPC) through its Bids and Awards Committee (BAC), intends to procure the **"Renewal of Cloud-Based E-Signature Service"** 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:

EZRAEL L. MANZANO
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. Valid PhilGEPS Registration Certificate
2. Valid Mayor's/Business Permit
3. Certificate of Tax Registration / TAX Clearance Certificate
4. Notarized Omnibus Sworn Statement (*see Annex B for the prescribed template*)

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.

EZRAEL L. MANZANO
Head, 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, whichever is applicable. Do not leave any blank items. Indicate "**0**" if the item being offered is not available in your shelf.
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.

Technical Specification	**Statement of Compliance** *("Comply or Not Comply")*
Cloud-Based E-Signature Service **Subscription Type:** Transaction Based **No. of Transactions:** 5,000 **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. Get the accuracy, authentication, and auditability of electronic signing, even when working with handwritten signatures. - Comply with the most demanding signature laws and 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. ***** Renewal *****	

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.

RENEWAL OF ONE (1) VULNERABILITY AND PENETRATION TESTING SOLUTION	
Approved Budget for the Contract	**Total Offered Quotation** **(VAT Inclusive)**
Seven Hundred Thousand Pesos **(PHP 700,000.00)**	**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.

Annex B

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

   [If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

   [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

   [If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

   [If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. <u>In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence</u>

through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]