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

PROVISION OF PRINTING SERVICES FOR EMPLOYEE ID CARD, ARTA ID CARD, LANYARD AND CARD HOLDER			
Approved Budget for the Contract:	**PHP 150,000.00**	RFQ No.:	**2026-018**
Purchase Request No.:	**2026-06-283**	Deadline for Submission of Bids:	**July 14, 2026 at 5:00pm**
Mode of Procurement:	**Sec. 34.1 (Small Value Procurement)**	Delivery Terms:	**15 to 30 days upon signing of PO**

Date: July 10, 2026

The Agricultural Credit Policy Council (ACPC) through its Bids and Awards Committee (BAC), intends to procure the **"Printing Services for Employee ID Card, ARTA ID Card, Lanyard and Card Holder"** 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. PhilGEPS Certificate of Registration (Platinum Membership)
2. Mayor's Permit or Business Permit
3. Income/Business Tax Return (*for ABCs above 500k*)
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:

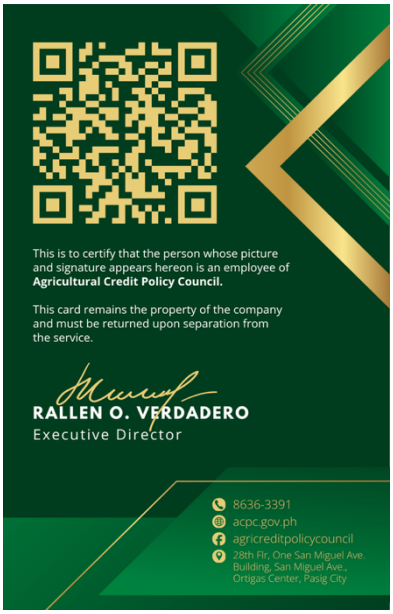
After having carefully read and accepted the Instructions and Terms & Conditions, I/we submit our quotation/s as follows:

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.

Scope of Work/Specification	Approved Budget for the Contract (ABC)	Total Quantity	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
PVC Type Employee ID Card Orientation: Vertical/Portrait Dimensions: Standard CR80 (3.375" x 2.125" / 85.6mm x 54mm) Primary Theme: Dark green and metallic gold accents Finish Recommendation: Glossy front with a matte or high-durability finish on the back to prevent QR code scratching	200.00 / piece	250 pieces			
PVC Type Employee ARTA ID Card Orientation: Vertical/Portrait Dimensions: ARTA Size (3.5" x 5") Primary Theme: Dark green and metallic gold accents Finish Recommendation: Glossy front with a matte or high-durability finish on the back to prevent QR code scratching	250.00 / piece	250 pieces			
Header Section Logos: Dual logo placement at the top-left corner Left: Department of Agriculture – Agricultural Credit Policy Council (official seal) Right: Agricultural Credit Policy Council (official logo) Agency Text: Aligned to the right of the logos, left-justified, in clean white open San/San-Serif text					

Line 1: DA-ACPC (regular weight) Line 2: Agricultural Credit Policy Council (bold weight) Background Graphics: Deep solid forest green background, accented on the top-right corner by a multi-layered gold geometric chevron pattern **Photo Area** Staff Photo: Centered portrait cut-out (background removed/transparent) Styling: The portrait should have a soft, subtle drop shadow cast onto the dark green background to create depth Composition: Should capture the employee from the mid-chest up, layered neatly behind the top header elements but sitting over the background graphic Attire and Editing Requirement: Staff portraits must be digitally edited into the official ACPC black corporate blazer or standard formal business attire **Footer Section** Divider: A horizontal gold gradient bar splits the main body from the bottom info cluster Footer Background: Subtle dark-green to teal green gradient Employee Signature: Placed directly above the employee name. Rendered in a metallic gold digital ink replica of the staff member's actual signature Employee Name: Centered, uppercase, bold white open Sans/Sans-Serif text (e.g. JUAN C. DELA CRUZ) Designation: Centered, regular weight, gold open Sans/Sans-Serif text (e.g. Project Officer III) ID Number: Centered at the very bottom, formatted as gold open Sans/Sans-Serif text: ID No.: (e.g. 123-456-7890) **Back Layout Specifications** Upper Section, Security & Management Authorization QR Code: Large, prominent gold-colored QR code positioned on the upper left quadrant. It should link to the employee's verification profile or official digital directory Graphic Accents: Geometric gold chevron patterns mirroring the front design, positioned on the top-right quadrant Text Block 1: *"This is to certify that the person whose picture and signature appears hereon is an employee of Agricultural Credit Policy Council"* (agency name is bold) Text Block 2: *"This card remains the property of the company and must be returned upon separation from the service"* Signature: Digitized official signature of the issuing authority in gold ink Name: JUAN C. DELA CRUZ (centered, uppercase, bold white text)					

Title: Executive Director (centered, title case, regular white text) Contact & Agency Information Block Background: Housed inside a distinct dark green angular geometric block at the bottom, bordered by a sharp gold accent line Iconography: All icons must be rendered in metallic gold					
					
The Service Provider shall: • Edit photos (put collar, formal attire), print and deliver ARTA and corporate PVC identification cards based on the specifications provided by the agency • Ensure the accuracy and quality of all information, photographs, logos and security features included in the ID cards • Submit digital proofs for review and approval before final production • Replace defective or incorrectly printed ID cards at no additional cost to the agency • Deliver the completed identification cards within the prescribed timeline					
Personalized Lanyard Size: 1 inch sublimation lanyards With remache lock, side release and G-hook With ACPC logo print and text Sample Photo Only 	100.00 / piece	250 pieces			

ID Card Holder Clear Waterproof Transparent PVC Plastic ID Card Holder Plastic DOUBLE FACE ID CASE Sample Photo Only 	50.00 / piece	250 pieces			

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.

PROVISION OF PRINTING SERVICES FOR EMPLOYEE ID CARD, ARTA ID CARD, LANYARD AND CARD HOLDER	
Approved Budget for the Contract	**Total Offered Quotation (VAT Inclusive)**
PVC Type Employee ID Card **Fifty Thousand Pesos (PHP 50,000.00)**	**In words:** _____ _____ **In Figures:** _____ _____
PVC Type ARTA ID Card **Sixty-Two Thousand Five Hundred Pesos (PHP 62,500.00)**	**In words:** _____ _____ **In Figures:** _____ _____
Personalized Lanyards **Twenty-Five Thousand Pesos (PHP 25,000.00)**	**In words:** _____ _____ **In Figures:** _____ _____
ID Card Holder **Twelve Thousand Five Hundred Pesos (PHP 12,500.00)**	**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]