



Republic of the Philippines
Department of Agriculture
AGRICULTURAL CREDIT POLICY COUNCIL
28/F One San Miguel Avenue (OSMA) Bldg.,
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Ortigas Center 1605 Pasig City
Tel. Nos. 8634-3320 to 21; 8634-3326/
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Date: November 06, 2023
RFQ No. 2023 - 058

REQUEST FOR QUOTATION (RFQ)

The Agricultural Credit Policy Council (ACPC) through the Bids and Awards Committee (BAC), intends to procure:

LAYOUT AND PRINTING OF 2023 ACPC INFORMATION, EDUCATION AND COMMUNICATION (IEC) PUBLICATION MATERIALS

Approved Budget for the Contact : PhP 948,500.00
Purchase Request/s No : 2023-10-580
Mode of Procurement : NP-Small Value Procurement (Sec. 53.9)

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 addresses:

Agricultural Credit Policy Council
28F One San Miguel Ave. Building, San
Miguel Ave. cor. Shaw Blvd., Ortigas Center,
Pasig City
procurement@acpc.gov.ph

Hanna Candy B. Gonzales
BAC Secretariat

Ma. Cathrina R. Pelagio
BAC Secretariat

Supplier who will submit proposals with the **Lowest Calculated quotations shall be selected**. A copy of below list of requirements shall be submitted on or before **November 09, 2023 (Thursday), 5PM.**

Documentary Requirements:

1. Mayor's/Business Permit
1. PhilGEPS Registration Certificate
2. DTI/SEC Registration
4. Latest Income Tax Return
5. Notarized Omnibus Sworn Statement

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.

Very truly yours,

MSCasuga
MSCasuga (Nov 6, 2023 06:42 GMT+8)

DIR. MAGDALENA S. CASUGA
BAC CHAIRPERSON

Rachel Bustamante
Rachel Bustamante (Nov 6, 2023 00:33 GMT+8)

ANNEX A**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 specified Annex B, hereunder is our quotation/s for the item as follows:

<u>LAYOUT AND PRINTING OF 2023 ACPC INFORMATION, EDUCATION AND COMMUNICATION</u> <u>(IEC) PUBLICATION MATERIALS</u> <i>(ABC: PhP 948,500.00)</i>					
Item	DESCRIPTION	Qty	Unit	Unit Cost	Total
1	Philippine Agri-Finance News (1 st and 2 nd Semester 2023 Issue)	3000 (1500 copies per issue)	piece		
2	Nine (9) ACPC Program Brochures	1500	piece		
3	2024 ACPC Desk Calendar	1000	Piece		
- See attached Annex C (Terms of Reference)					
** Nothing Follows**					
<i>(Price Proposal must be VAT Inclusive)</i>			TOTAL COST		

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

Signature over Printed Name

Position and Designation

Date

ANNEX B

TERMS AND CONDITION

I. VALIDITY OF PRICE QUOTATIONS AND OTHER IMPORTANT REMINDERS

- 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.
- 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.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.

II. DOCUMENTARY REQUIREMENTS

The following Eligibility Requirement must be submitted along with your quotation:

- a. Mayor's/Business Permit
- b. PhilGEPS Registration Certificate
- c. SEC/DTI Registration
- d. Latest Income Tax Return
- e. Omnibus Sworn Statement

III. DELIVERY SCHEDULE AND ACCEPTANCE

- Delivery period must be within **five (5) months** upon receipt of Purchase Order/Contract.
- The items shall be delivered according to the requirements specified herein.
- 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.

IV. PAYMENT TERMS AND LIQUIDATED DAMAGES

- 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 value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.

V. DEADLINE OF SUBMISSION

- Quotations duly signed by the supplier's authorized representative should be submitted to the **BAC Secretariat** not later than **November 09, 2023 (Thursday), 5PM** through a sealed envelope at the ACPC office in 25F One San Miguel Ave. Building, San Miguel Ave. cor. Shaw Blvd., Ortigas Center, Pasig City or through email. Quotations submitted after the said deadline shall not be accepted and considered. Any erasures or overwriting shall be valid only if these are signed or initialed by the bidder or his/her authorized representative/s.

I hereby declare that I understand and acknowledge the terms and conditions listed.

Signature over Printed Name

Position and Designation

Date

TERMS OF REFERENCE**Layout and Printing of 2023 ACPC Information, Education and Communication (IEC) Publication Materials****I. Background**

Part of the ACPC's advocacy drive to increase the general public's awareness, appreciation, and in effect availment of loans from agri-fishery credit programs being offered by the government is the packaging, publication and dissemination of information, education and communication (IEC) materials. The DA-ACPC has been producing IEC materials for multi-media to disseminate information on DA-ACPC credit programs. In order to reach farmers and fisherfolk in remote areas who do not have access to online platforms via the internet, there is a need to publish its IEC materials. These IEC materials are distributed to DA Regional Field Offices (DA-RFOs), partner agencies, and the public.

The Philippine Agri Finance News (ACPC News Magazine), ACPC Program Brochures and 2024 ACPC Desk Calendar are three of the IEC materials being published by ACPC every year. It is produced in both printed and virtual copies.

Specifically, the publication of the said IEC materials aims to:

1. Promote and generate greater awareness, understanding, acceptance, participation and support for agriculture and fisheries credit policies and programs; and
2. Features the programs, projects, activities and accomplishments of the agency.

II. Objective and Scope of the Services to be Provided

ACPC shall engage the services of a printer/bidder to render the following:

1. Layout and printing the cover and inside pages of Philippine Agri Finance News (1st and 2nd Semester 2023 Issues);
2. Layout and printing of nine (9) ACPC Program Brochures;
3. Printing/publication of 1000 copies of the 2024 Desk Calendar.

III. Scope of Work and Deliverables

The scope of work of the printer/bidder shall be as follows:

Work Item	Scope of Work	Deliverables	Approved Budget Per Item
Item1	Layout and Printing of 1st and 2nd Semester Issue of the Philippine Agri-Finance News for 2023		
	1. Layout of 2 issues of the Philippine Agri Finance News	Draft of the 20-page Philippine Agri Finance News (for comments and proofreading)	PhP 148,500.00
	2. Printing/Publication of the Philippine Agri Finance News	3000 copies (1500 x 2 issues) of the 20-page Philippine Agri Finance News with the following specifications:	

		Letter size Matte 80 Full color Offset printing Saddle Stitch binding	
Item 2	Layout and Printing of ACPC Program Brochures		
	1. Layout of nine (9) ACPC Program Brochures	Draft of the 3 Fold 2 panels for nine (9) ACPC Program Brochures (for comments and proof-reading)	PhP 600,000.00
	2. Printing/Publication of the ACPC Program Brochures	<ul style="list-style-type: none">• 3000 copies for ACPC Institutional Brochure;• 3000 copies for Young Agripreneurs Program;• 3000 copies for AgriNegosyo Program;• 1000 copies for Credit and Financing Facility for Out-of-School Youth;• 1000 copies for Credit and Financing Facility for Onion Farmers;• 1000 copies for Credit and Financing Facility for Banana Growers;• 1000 copies for Special Credit Window for Women in Agriculture (AgriPinay);• 1000 copies for Swine Repopulation, Rehabilitation and Recovery (Swine-R3) Program• 1000 copies for Credit and Financing Facility for Coconut Farmers <p>With the following specifications: 8.25" x 11.75" (spread) Offset printing (3 Fold 2 panels) Matte 80 Full Color</p>	
Item 3	Layout and Printing of 2024 ACPC Desk Calendar		
	1. Layout of 2024 ACPC Desk Calendar	Draft of the 2024 ACPC Desk Calendar (for comments and proofreading)	PhP 200,000.00

	2. Printing/Publication of the 2024 ACPC Desk Calendar	1000 copies with the following specifications: <ul style="list-style-type: none"> • Inside leaves – CS2/Matte180 • Fly leaf – C2S/Matte 120 • Standee – C2S/Matte 120 • Paste Board #30 • Leaves: 8.5" x 7" • Stand: 9.2" x 7" spread • Full Color • Leavers cover: 8.9" x 7" • Spot UV 1 Side only, Matte lamination 2 sides • Double loop wire binder • Offset Printing, Hard Bound Assembly 	
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IV. Printer /Bidder Qualifications:

The Printer/Bidder shall have the following qualifications:

1. The machinery/capacity to print IEC materials;
2. The expertise for layout and design; and
3. Has been in the printing industry for at least one (1) year.

V. Eligibility Requirements

The Printer/Bidder should submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Certificate
3. DTI/SEC Registration
4. Latest Income Tax Return
5. Notarized Omnibus Sworn Statement

VI. Implementation and Monitoring

The Communications and Public Affairs Division (CPAD) in coordination with the Procurement Section of the Administrative Division shall conduct the following:

1. Prepare and facilitate the approval of the activity proposal;
2. Identify qualified printer/bidder;
3. Facilitate the procurement and award of the contract;
4. Coordination meeting with the awarded printer/bidder for the scope of work and deliverables;
5. Monitor the deliverables per timeline set;
6. Facilitate the payment after the deliverables have been complied.

VII. Period of Engagement

The period of engagement shall be valid for **five (5) months** from the date of the signed Memorandum of Agreement (MOA) or whichever is earlier.

VIII. Schedule of Expected Outputs and Deliverables

The total contract amount shall be given to the printer/bidder after the completion of the following timetable:

Work Items	Deliverables	Timeline
2024 ACPC Desk Calendar		
Desk Calendar	Design and layout of copies	2 nd week of November
	Printing of draft	3 rd week of November
	Proofreading	3 rd week of November
	Editing and printing of proof	4 th week of November
	Proofreading	4 th week of November
	Printing of final copies and delivery	1 st week of December
ACPC Program Brochures		
9 Program Brochures	Design and layout of copies	2 nd week of December
	Printing of draft	2 nd week of December
	Proofreading	3 rd week of December
	Editing and printing of proof	2 nd week of January
	Proofreading	3 rd week of January
	Printing of final copies and delivery	4 th week of January
Philippine Agri Finance News		
1 st Sem 2023 Issue	Design and layout of copies	2 nd week of January
	Printing of draft	3 rd week of January
	Proofreading	4 th week of January
	Editing and printing of proof	1 st week of February
	Proofreading	2 nd week of February
	Printing of final copies and delivery	3 rd week of February
2 nd Sem 2023 Issue	Design and layout of copies	3 rd week of February
	Printing of draft	4 th week of February
	Proofreading	1 st week of March
	Editing and printing of proof	2 nd week of March
	Proofreading	3 rd week of March
	Printing of final copies and delivery	4 th week of March

IX. Fees

The total Approved Budget for the Contract (ABC) is Nine Hundred Forty-Eight Thousand Five Hundred Pesos (PhP 948,500.00) upon delivery of the final printed output and the soft copy for virtual publication.

X. Other Key Provisions

The Timetable is flexible subject to agreement between ACPC and Printer/Bidder. The Printer/Bidder shall work closely with CPAD from pre – production, production, and post – production. In the event that this engagement will be terminated by ACPC for any reason prior to its completion, the Printer/Bidder shall be compensated according to the provisions stated in RA 9184.