



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

AMLC BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Procurement of National Women's Month Advocacy printable items

BRIEF DESCRIPTION

Procurement of National Women's Month Advocacy printable items to be distributed among the AMLC operating units, select personnel of other agencies, and other stakeholders.

The Approved Budget for the Contract (ABC) is Three Hundred Sixty-Five Thousand Pesos (Php365,000.00).

TECHNICAL SPECIFICATIONS

Please see Pages 3 of the attached Terms of Reference.

INSTRUCTION TO SUPPLIERS

Interested Suppliers are required to submit its Quotation using the Prescribed Form (See Page 6, of the attached Terms of Reference), together with the documentary requirements to the Anti-Money Laundering Council (AMLC) or electronically on or before 12:00 PM of 22 March 2022 at:

BAC Secretariat
Ms. Arlene J. Pineda
Account Officer, BAC Secretariat
ajpineda@amlc.gov.ph

Copy furnished:
Froilan L. Cabarios
Head, BAC Secretariat
fcabarios@amlc.gov.ph

DOCUMENTARY REQUIREMENTS:

The following documentary requirements should be submitted at the time of the submission of the Supplier's Quotation:

- Mayor's/Business Permit (BIR Certificate of Registration for individual supplier)
- PhilGEPS Registration Number/Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 7-10)

NOTE: Suppliers who do not comply with any of the requirements, including the use of the prescribed forms, in these Terms of Reference, shall be automatically disqualified.



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE

Various Printable Items

National Women's Month Celebration

(Purchase Request No. 22-029)

BRIEF DESCRIPTION

Procurement of National Women's Month Advocacy printable items to be distributed among the AMLC operating units, select personnel of other agencies, and other stakeholders.

The Approved Budget for the Contract (ABC) is Three Hundred Sixty Five Thousand Pesos (Php365,000.00) chargeable to Supplies and Materials – GAD related expenses item no. 101 under the 2022 Annual Procurement Plan.

INSTRUCTIONS TO SUPPLIERS

NOTE: Suppliers who do not comply with any of the requirements, including the use of the prescribed forms, in these Terms of Reference, shall be automatically disqualified.

Form of Quotation:

Suppliers¹ are required to submit its Quotation using the Prescribed Form (See Page 6) by the Anti-Money Laundering Council (AMLC).

Documentary Requirements:

The following documentary requirements should be submitted at the time of the submission of the Supplier's Quotation:

- Mayor's/Business Permit (BIR Certificate of Registration for individual supplier)
- PhilGEPS Registration Number/Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 7-10)

The aforementioned quotation and documentary requirements may be submitted electronically to:

Arlene J. Pineda
Account Officer, BAC Secretariat
ajpineda@amlc.gov.ph

Copy furnished:

Atty. Froilan L. Cabarios
Head, BAC Secretariat
fcabarios@amlc.gov.ph

¹ Or Service Providers (for procurement of services).

GENERAL CONDITIONS

Quotation Price:

Supplier's quotation shall be inclusive of 12% Value-Added Tax and other incidental expenses, including, but not limited to notarial expenses.

Quotation Validity Period:

Quotations shall be valid for thirty (30) days from receipt by the BAC Secretariat.

Delivery Period/Completion Period/Contract Period:

Delivery period shall be 10 to 15 calendar days after receipt of Purchase Order.

Liquidated Damages:

- A delay by the Supplier in the full delivery of the goods/services shall render the Supplier liable for liquidated damages, which shall be deducted by the AMLC from each payment or total contract price in case of one-time payment.
- Liquidated damages shall be equal to one-tenth (1/10) of one percent (1%) of the total contract price for every day of delay.

Payment:

- Payments shall be made only upon the issuance of the **Inspection and Acceptance Report (IAR)**² by the IAC.
- No payment shall be made for supplies and materials not yet delivered or services not yet rendered.
- The Supplier's request for payment shall be made in writing, accompanied by an invoice describing, as appropriate, the goods delivered and/or services performed, and by documents submitted pursuant, and upon fulfillment of other obligations stipulated in these Terms of Reference.
- Payments shall be made promptly by the AMLC within thirty (30) days from issuance of the IAR by the IAC.
- The currency in which payment is to be made shall be in Philippine Pesos.

Warranty:


- The Supplier warrants that the goods supplied are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials. The Supplier also warrants that all goods supplied shall have no patent or latent defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied goods in the conditions prevailing in the country of final



² Certificate of Acceptance (for Consultancy Services).

destination. The Supplier further warrants that the goods supplied is fit for the use for which it was intended.

- The AMLC shall promptly notify the Supplier in writing of any claims arising under the warranty. Upon receipt of such notice, the Supplier shall, within 30 days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC. If the Supplier, having been notified, fails to remedy the defects within the period specified in the contract, the AMLC may proceed to call upon the warranty security, without prejudice to any other rights which it may have against the Supplier under these Terms of Reference and under the applicable law.

TECHNICAL SPECIFICATIONS:

| Item | Specification | Units | Delivery Schedule |
|------|--|---------|--|
| 1 | <p>National Women’s Month Advocacy printable items</p> <p>Advocacy Draw String Pouch (Katya Type)</p> <p>Pouch Size: Approx. 8 inches (h) x 6 inches (w) Print Design size: 7” x 5” Feature: Drawstring pouch with purple string Material Type: Katya Printing: Full color sublimation</p>  | 500 pcs | Within two (2) weeks upon receipt of Purchase Order (PO) |
| 2 | <p>Advocacy Face Mask</p> <p>Design print size: 3 inches x 2 inches Material type: Fabric suitable for the print design of the mask Mask Structure:</p> <ul style="list-style-type: none"> *Outer Fabric: Water repellent fabric *Mid-layer (filter): Non-woven (waterproof, blocks water particles to pass) *Inner fabric: breathable and non-irritating <ul style="list-style-type: none"> • With ear loop • With pocket insert for additional filter • Washable/Reusable • Lightweight • Mask | 500 pcs | |

| | | | |
|--|---|---------|--|
| | <p>Mask Color: Purple Size: Adult Size Printing: Full Sublimation Packaging: Individual Polybag</p>  | | |
| 3 | <p>Advocacy Keychain</p> <p>Feature: Metal split key ring with a minimum of 4 chains link Brand Design Size: Approx. 2 inches x 2 inches Material: Soft PVC Print Color:</p> <p>White: RGB (Web) 255-255-255 / Hex #FFFFFF Purple: RGB (Web) 112-48-172 / Hex #7030A0 Yellow: RGB (Web) 252-209-22 / Hex #FCD116 Blue: RGB (Web) 0-56-168 / Hex #0038A8 Red: RGB (Web) 206-17-38 / Hex #CE1126</p> | 500 pcs | |
| 4 | <p>Advocacy Bamboo Cellphone Stand</p> <p>Size: Approx. 3 inches x 5.5 inches Feature: Collapsible Flanks Material type: Wood Printing: Laser Print/Engraved</p>  | 500 pcs | |
| <p>Please refer to https://pcw.gov.ph/2022-national-womens-month-celebration/ for more details.</p> | | | |

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

Suppletory Application of the Civil Code and the Procurement Law:

In the absence of express provision in these Terms of Reference, the mandatory provisions of the New Civil Code and the Government Procurement Reform Act shall

have suppletory application in the contract between the AMLC and the winning Supplier.

The Purchase Order, together with the Purchase Request, these Terms of Reference, Supplier's Quotation, and Notice of Award, shall constitute the Agreement between the AMLC and the winning Supplier to which the contract will be awarded.



JESSICA TRISH D. BEBITA

Member, GFPS
End-User Representative

Omnibus Sworn Statement (Revised)

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. **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 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.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me on _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with No. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal on _____.

NOTARY PUBLIC

Doc. No. []
Page No. []
Book No. []
Series of 2022

Secretary's Certificate

I, _____, of legal age, [*single/married*], Filipino and with address at after having being sworn in accordance with law, do hereby CERTIFY that:

1. I am the incumbent and duly designated Corporate Secretary of [*business/company name*], organized and existing in accordance with law, with principal office address at [*business/company address*];
2. As Corporate Secretary, I am the custodian of the corporate books and records, including the Minutes of Meetings and Resolutions of the Board of Directors;
3. The Board of Directors issued Board Resolution No. _____ dated _____, authorizing **Mr./Ms. [*name of representative*]**, whose signature and initial appears below, to 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 Anti-Money Laundering Council;**

Signature of Authorized Representative

Initial of Authorized Representative

4. That the above-cited authorization has not been amended, modified and/or superseded and is therefore still in full force and effect;
5. This certification is being issued to attest to the truth of the foregoing.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s on _____ at _____.

Corporate Secretary

SUBSCRIBED AND SWORN to before me on _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with No. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal on _____.

NOTARY PUBLIC

Doc. No. []
Page No. []
Book No. []
Series of 2022