



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

AMLC BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The AMLC will undertake a Small Value Procurement for the “two (2) Units of Cordless Phones, Purchase Request No. 20 - 052” in accordance with Section 53.9 of the Implementing rules and regulations of Republic Act No. 9184.

BRIEF DESCRIPTION

The Anti-Money Laundering Council (AMLC) is procuring two (2) units of National Telecommunications Commission (NTC) compliant with cordless handset, speakerphone and caller ID.

The Approved Budget for the Contract (ABC) is Php17,600.00.

TECHNICAL SPECIFICATIONS

Please see Page 3 of the attached Terms of Reference.

INSTRUCTION TO SUPPLIERS

Interested Suppliers are required to submit its Quotation using the Prescribed Form (See Page 4 of the attached Terms of Reference), together with the documentary requirements; to the Anti-Money Laundering Council (AMLC) on or before 6:00 PM, 26 November 2020 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

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

Two (2) Units of Cordless Phones
Purchase Request No. 20-052

BRIEF DESCRIPTION

The Anti-Money Laundering Council (AMLC) is procuring two (2) units of National Telecommunications Commission (NTC) compliant with cordless handset, speakerphone and caller ID.

The Approved Budget for the Contract (ABC) is Php17,600.00.

INSTRUCTIONS TO SUPPLIERS

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

Form of Quotation:

Suppliers are required to submit its Quotation using the Prescribed Form (See Page 4) by the 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

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 60 calendar days from receipt by the BAC Secretariat.

Delivery Period/Completion Period/Contract Period:

Delivery period shall be 30 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) by the Inspection and Acceptance Committee (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 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 seven (7) days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC.

TECHNICAL SPECIFICATIONS:

Item	Specification	Units
1	Frequency : 1.9 GHz	2
2	System : DECT	
3	LCD : m1.8 inch, 103x65 pixels	
4	Speakerphone	
5	Caller ID	

OTHER REQUIREMENTS:

Submission of Product Brochure or Unedited Product Literature:

- In addition to the documentary requirements above, the Supplier shall also submit a brochure or unedited literature about the product being offered.

Supplementary 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 supplementary 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.



ALVIN A. TOLOSA

End-User Representative

QUOTATION FORM

Date: _____

RFQ No.: _____

To: **BIDS AND AWARDS COMMITTEE**
Anti-Money Laundering Council
Room 507, 5/F, EDPC Building, BSP Complex
Malate, Manila

Gentlemen:

Having examined the Request for Quotation, including the attached Terms of Reference (TOR), the receipt of which is hereby duly acknowledged, the undersigned, on behalf of the Supplier, offers to the following Quotation:

Item/Brand/Model	Units	Technical Specifications	Quotation Price

We agree to abide by this Quotation for the Quotation Validity Period specified in TOR and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase Order is received by the Supplier, this Quotation, together with your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Quotation or any Quotation you may receive.

The Supplier certifies/confirms that it agrees and complies with the requirements and conditions under the Terms of Reference.


Dated this ____ day of _____ 2020.

[signature over printed name]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

PURCHASE ORDER

Procuring Entity:  ANTI-MONEY LAUNDERING COUNCIL (AMLC)					
Supplier:			P.O. No.:		
Supplier's Address:			P.O. Date:		
Tax Identification Number (TIN):			Mode of Procurement:		
Gentlemen: Please deliver this Office the articles subject of this Purchase Order. This Purchase Order, together with the Purchase Request, Terms of Reference, Supplier's Quotation, and Notice of Award, shall constitute the Contract between the AMLC and the Supplier.					
Place of Delivery:			Delivery Date:		
Anti-Money Laundering Council Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street, Malate 1004, Manila, Philippines Contact Person: _____ Contact No.: _____					
Delivery Term:			Payment Term:		
			Within 30 days from issuance of the Inspection and Acceptance Report		
Stock No.	Unit	Description	Quantity	Unit Cost (in PHP)	Amount (in PHP)
				TOTAL	
Total Amount in Words: Two Thousand Four Hundred Sixty-Nine and Sixty Centavos Only				(*inclusive of 12% VAT and other incidental expenses)	
Liquidated Damages: In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the total contract price for every day of delay shall be imposed.					
Order Approved:			Date:		
MEL GEORGIE B. RACELA Executive Director					
Supplier's Conforme:			Date:		
[Signature over Printed Name of Supplier's Representative]					
Fund Cluster :					
ORS/BURS No.:		ORS/BURS Date:		Amount:PHP	
Certified by:			Date:		
MA. ESMERALDA A. NORADA Manager, Financial Services Division					