



Republic of the Philippines
Anti-Money Laundering Council

AMLC BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The AMLC Secretariat will undertake a Small Value Procurement for the “**Video Conferencing System (Purchase Request No. 20-055)**” in accordance with Section 53.9 of the Implementing rules and Regulations of Republic Act No. 9184.

BRIEF DESCRIPTION

A video conferencing system that is compatible/interoperable with Microsoft Teams, Cisco Webex, and Zoom for purposes of conducting virtual meetings with the Council, the operating units of the Anti-Money Laundering Council (AMLC), and external stakeholders as it transitions to the New Economy Arrangements.

The video conferencing system will be set up in the AMLC’s main office in the Bangko Sentral ng Pilipinas (BSP) Complex in Manila and its office in the Security Plant Complex in Quezon City.

The Approved Budget for the Contract (ABC) is **Php800,000.00**

TECHNICAL SPECIFICATIONS

Please see Pages 4 – 5 of the attached Terms of Reference.

INSTRUCTIONS TO SUPPLIERS

Quotation:

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) on or before **06:00 P.M., 28 September 2020** at:

BAC Secretariat
Ms. Lizette Ann M. Manlulu
lmanlulu@amlc.gov.ph

Copy furnished:
Atty. 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
-

Request for Quotation

x-----x

- Income/Business Tax Return
- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form] (See Pages 7-10 of the attached Terms of Reference)

Note: Non-compliance with any of the instructions or conditions under these Terms of Reference shall cause the disqualification of the supplier.



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE

Video Conferencing System
(Purchase Request No. 20-055)

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BAC Secretariat
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lmanlulu@amlc.gov.ph

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¹ Or Service Providers (for procurement of services).

- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form] (See Pages 7-10)

Pre-bid Conference:

- A pre-bid conference may be held via videoconference upon notice in order to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in this Terms of Reference.
- Decisions of the BAC amending any provision of the Terms of Reference shall be issued in writing through an amended Terms of Reference.

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 days from receipt by the BAC Secretariat.

Performance Security:

- To guarantee the faithful performance of its obligations under the contract in accordance with the Terms of Reference, the winning Supplier shall post a performance security upon or after receipt of the Notice of Award, but prior to the receipt of the Purchase Order.
- The performance security shall be in the form of cash or cashier's/manager's check issued by a Universal or Commercial Bank.
- The performance security shall be **two point five percent (2.5%) of the total contract price.**
- The performance security shall be denominated in Philippine Pesos and posted in favor of the AMLC, which shall be forfeited in the event it is established that the winning Supplier is in default in any of its obligations under the contract.
- The performance security shall remain valid **until issuance by of the Certificate of Final Acceptance (CFA)** by the Inspection and Acceptance Committee (IAC).
- The performance security may be released by the AMLC after the issuance of the Certificate of Final Acceptance, subject to the following conditions: (a) AMLC has no claims filed against the winning Supplier; (b) It has no claims for labor and materials filed against the contractor; and (c) Other terms of the contract.

Delivery Period/Completion Period/Contract Period:

Delivery period shall be within 60 calendar days from date of 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 deduct 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 destination. The Supplier further warrants that the goods supplied is fit for the use for which it was intended.
- The obligation for the warranty shall be covered by a warranty security in the form of *retention money* in an amount equivalent to **two point five percent (2.5%)** of every progress payment, or total contract price in case of one-time payment.
- 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 7 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

² Certificate of Acceptance (for Consultancy Services).

may have against the Supplier under these Terms of Reference and under the applicable law.

- The warranty security shall only be released after the lapse of **one (1) year after issuance by the IAC of the CFA** of the delivered Goods.
- After the lapse of the period, and upon request by the Supplier, the AMLC shall release the warranty security, *Provided*, that the goods supplied are free from patent and latent defects and all conditions imposed under the Terms of Reference have been fully met.

TECHNICAL SPECIFICATIONS:

| Item | Specification | Units | Delivery Schedule |
|------|--|-------|--|
| | <p>Video Conferencing System</p> <p>Must have a complete set of the following:</p> <ul style="list-style-type: none"> ○ 2 units of Remote control ○ 2 units of HD camera <ul style="list-style-type: none"> Ø Must be compatible/ interoperable with Microsoft Teams, Cisco Webex, and Zoom Ø Must have a camera with at least 10x Optical Zoom Ø Must have a camera that auto-frames participants Ø Must have camera resolution of the following: <ul style="list-style-type: none"> § at least 4K, 1440p, 1080p, 900p, 720p, and SD at 30fps § 1080p, 720p at 30 fps and 60 fps ○ 8 units of microphone <ul style="list-style-type: none"> Ø Must have a built-in or stand-alone microphone with pickup range of atleast 15 ft / 4.5m diameter ○ 4 units of speaker <ul style="list-style-type: none"> Ø Must have a stand-alone speaker with high-performance 3" (76mm) driver ○ 2 units of Table and Display Hub ○ 2 units of Mini PC with wireless keyboard <ul style="list-style-type: none"> Ø Must have dedicated mini PC, with at least i5 (or its equivalent) Processor, at least 8 GB RAM, Wi-Fi and Bluetooth connectivity ○ 2 units of Television | 1 Lot | Within 60 calendar days upon date of receipt of Purchase Order |

| | | | |
|--|--|--|--|
| | <p>Ø Must have at least 55" Flat screen, LED TV with UHD Content Delivery</p> <ul style="list-style-type: none"> ○ 2 units of customized cart or trolley fit for the videoconferencing equipment offered ○ 2 units of mounting kit and cables necessary to operate the videoconferencing system. <p>Other requirement:</p> <ul style="list-style-type: none"> Ø Must support two conference rooms. Each room capacity is at least 8 pax with physical distancing | | |
|--|--|--|--|

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

- Supply, delivery, installation and testing of Videoconferencing system in the AMLC Head Office in Bangko Sentral ng Pilipinas (BSP) Complex in Manila only.
- The Contractor and its team must secure latest negative COVID-19 swab test result to be able to enter in the BSP Complex in Manila.
- The Contractor must conduct user training on the videoconferencing system
- Submission of samples or product brochures or datasheet for evaluation purposes to support the compliance on the technical requirements
- Submission during implementation stage:
 - Videoconferencing system manual
 - Warranty Certificate for videoconferencing equipment (all major hardware component)

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.



KRISTINE B. PATILLEROS-BITANCUR
End-User Representative

Omnibus Sworn Statement

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 Supplier]* 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 Supplier]*;

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

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Supplier]*, 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 Anti-Money Laundering Council (AMLC), as shown in the attached duly notarized *[Secretary's Certificate or 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 AMLC, 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 Supplier]* 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;

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 Supplier]* 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 Supplier] 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 Supplier] complies with existing labor laws and standards; and

8. [Name of Supplier] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Supplier] 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.

IN WITNESS WHEREOF, I have hereunto set my hand on _____ at _____, Philippines.

Supplier's Authorized Representative

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 _____.

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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 Representative

Initial of 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 _____.

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