



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9500890
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title Multi-Year Subscription of One (1) Lot Digital Certificate for AMLC Website, Portal and Helpdesk Tool
Area of Delivery Metro Manila

Solicitation Number:	PR23-010	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Information Technology	Date Published	22/02/2023
Approved Budget for the Contract:	PHP 302,400.00	Last Updated / Time	22/02/2023 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	27/02/2023 12:00 PM
Client Agency:			
Contact Person:	Ma. Charmaine Gloria BAC Secretariat (Bank Officer II) Rm 507, 5/F EDPC Bldg., BSP Complex Manila Metro Manila Philippines 1004 63-921-7121733 mgloria@amlc.gov.ph		
Description			
Please see attached Terms of Reference.			

Created by Ma. Charmaine Gloria
Date Created 20/02/2023

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE

Multi-Year Subscription of One (1) Lot Digital Certificate for AMLC Website, Portal and Helpdesk Tool

(Purchase Request No. 23 - 010)

BRIEF DESCRIPTION

This procurement pertains to the Multi-Year Subscription of One (1) Lot Digital Certificate for AMLC Website, Portal and Helpdesk Tool under Item No. 30 of the AMLC Annual Procurement Plan for FY 2023.

The Approved Budget for the Contract (ABC) is PHP302,400.00, broken down as follows: Year 1: PHP100,800.00, Year 2: PHP100,800.00, and Year 3: PHP100,800.00.

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 shall 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
- Omnibus Sworn Statement with Secretary's Certificate (for ABCs above PHP50,000.00) [Use AMLC Prescribed Form, if applicable] (See Pages 7-11)

Submission of Quotation and Documentary Requirements:

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

Ma. Charmaine G. Miciano
Account Officer, BAC Secretariat
mgloria@amlc.gov.ph

Copy furnished:

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 all costs and applicable taxes and other incidental expenses, including, but not limited to notarial expenses.

Quotation Validity Period:

Quotations shall be valid for sixty (60) days from receipt by the BAC Secretariat.

Delivery Period:

Delivery to the AMLC shall be as follows:

Item Number	Description	Quantity	Total	Date of Delivery
1	Certificate / Proof of Entitlement for Multi-Year Subscription of 1 Lot Digital Certificate for AMLC Website, AMLC Portal and Help Desk Tool Year 1: Portal (10 March 2023 to 09 March 2024) Website (15 December 2023 to 14 December 2024) Helpdesk (15 December 2023 to 14 December 2024) Year 2: Portal (10 March 2024 to 09 March 2025) Website (15 December 2024 to 14 December 2025) Helpdesk (15 December 2024 to 14 December 2025) Year 3: Portal (10 March 2025 to 09 March 2026) Website (15 December 2025 to 14 December 2026) Helpdesk (15 December	1 Lot	1 Lot	Year 1: Within seven (7) calendar days after receipt of Purchase Order. Year 2: Within seven (7) calendar days after the effectivity of the GAA and approval of the AMLC APP for FY 2024. Year 3: Within seven (7) calendar days after the effectivity of the GAA and approval of the AMLC APP for FY 2025.

	2025 to 14 December 2026)			
2	3-Year Actual Coverage of the Subscription of 1 Lot Digital Certificate for AMLC Website, Portal and Helpdesk Tool Contract			Year 1: Portal (10 March 2023 to 09 March 2024) Website (15 December 2023 to 14 December 2024) Helpdesk (15 December 2023 to 14 December 2024)
3	3-Year Local Standard Technical Support and Maintenance			Year 2: Portal (10 March 2024 to 09 March 2025) Website (15 December 2024 to 14 December 2025) Helpdesk (15 December 2024 to 14 December 2025) Year 3: Portal (10 March 2025 to 09 March 2026) Website (15 December 2025 to 14 December 2026) Helpdesk (15 December 2025 to 14 December 2026)
4	Quarterly Security Evaluation of the Policies and Configuration of the Systems Deployed			Year 1: Last weeks of March 2023, June 2023, September 2023, December 2024 Year 2: Last weeks of March 2024, June 2024, September 2024, December 2024 Year 3: Last weeks of March 2025, June 2025, September 2025, December 2025

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:

- Payment shall be made annually in accordance with the following schedule:

Item Number	Description	Completion Criteria	% of Payment
1	Subscription Services for Year 1 Portal (10 March 2023 to 09 March 2024) Website (15 December 2023 to 14 December 2024) Helpdesk (15 December 2023 to 14 December 2024)	<ul style="list-style-type: none"> • Submission of Proof of Entitlement/Subscription Certificate for the required subscription • Issuance by the AMLC of the Certificate of Satisfactory Completion of Services Rendered 	100% of Subscription Cost for Year 1 (2023 to 2024)
2	Subscription Services for Year 2 Portal (10 March 2024 to 09 March 2025) Website (15 December 2024 to 14 December 2025) Helpdesk (15 December 2024 to 14 December 2025)	<ul style="list-style-type: none"> • Submission of Proof of Entitlement/Subscription Certificate for the required subscription • Issuance by the AMLC of the Certificate of Satisfactory Completion of Services Rendered 	100% of Subscription Cost for Year 2 (2024 to 2025)
3	Subscription Services for Year 3 Portal (10 March 2025 to 09 March 2026) Website (15 December 2025 to 14 December 2026) Helpdesk (15 December 2025 to 14 December 2026)	<ul style="list-style-type: none"> • Submission of Proof of Entitlement/Subscription Certificate for the required subscription • Issuance by the AMLC of the Certificate of Satisfactory Completion of Services Rendered 	100% of Subscription Cost for Year 3 (2025 to 2026)

- 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.
- Payment shall be made promptly by the AMLC within thirty (30) calendar days from the issuance of the Certificate of Completion of Services Rendered by the AMLC Inspection and Acceptance Committee.
- The currency in which payment is to be made shall be in Philippine Pesos.

Warranty:

- To ensure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
- The obligation for the warranty shall be covered by, at the Supplier’s option, either retention money in an amount equivalent to **five percent (5%)** of every progress payment, or a special bank guarantee equivalent to **five percent (5%)** of the total contract price, in accordance with GPPB Resolution No. 30-2017.
- The said amounts shall only be released after the lapse of one (1) year after acceptance by the AMLC of the delivered goods.
- After the lapse of such period, the AMLC shall release the retention money or special bank guarantee; *Provided*, that the goods supplied are free from patent and latent defects and all conditions imposed under the contract have been fully met.
- The AMLC shall promptly notify the Supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the Supplier shall, within thirty (30) calendar days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC.

TECHNICAL SPECIFICATIONS:

Item	Specification	Statement of Compliance	Reference
1	Multi-Domain EVSSL Certificate; Multi-Year Subscription Year 1: Portal (10 March 2023 to 09 March 2024) Website (15 December 2023 to 14 December 2024) Helpdesk (15 December 2023 to 14 December 2024) Year 2: Portal (10 March 2024 to 09 March 2025) Website (15 December 2024 to 14 December 2025) Helpdesk (15 December 2024 to 14 December 2025) Year 3: Portal (10 March 2025 to 09 March 2026) Website (15 December 2025 to 14 December 2026) Helpdesk (15 December 2025 to 14 December 2026)		
2	Year 1: Portal (10 March 2023 to 09 March 2024) Website (15 December 2023 to 14 December 2024) Helpdesk (15 December 2023 to 14 December 2024) Year 2:		


	Portal (10 March 2024 to 09 March 2025) Website (15 December 2024 to 14 December 2025) Helpdesk (15 December 2024 to 14 December 2025) Year 3: Portal (10 March 2025 to 09 March 2026) Website (15 December 2025 to 14 December 2026) Helpdesk (15 December 2025 to 14 December 2026)		
3	Unlimited re-issue guarantee within certificate lifetime		
4	Activates green address bar and other visual security codes in Microsoft IE7 and up, Mozilla Firefox 3 and up, Opera 9.5 and up, and Google Chrome Browsers		
5	Multi-Year Local Standard Technical Support, which shall include unlimited phone and e-mail support during normal business hours within 4-hour response time, Monday to Friday, 9:00am to 6:00pm, excluding holidays		

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

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.


Keyan A. Pangilinan
 End-User Representative

QUOTATION FORM

Date: _____

RFQ No.: _____

To: **BIDS AND AWARDS COMMITTEE**
Anti-Money Laundering Council
Room 507, 5/F EDC 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 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 the 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 _____ 2023.

[signature over printed name]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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 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.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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 initials appear 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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