



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11247326
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title PR24-023: Corrugated File Box, Kraft, B-Flute
Area of Delivery Metro Manila

Solicitation Number:	PR24-023	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 195,000.00	Document Request List	3
Delivery Period:	30 Day/s		
Client Agency:		Date Published	13/09/2024
Contact Person:	Vincent Gregory S. Go Account Officer, IED/LEG Rm 507, 5/F EDPC Bldg., BSP Complex Malate, Manila Metro Manila Philippines 1004 63-63-09228184734 vgo@amlc.gov.ph	Last Updated / Time	13/09/2024 00:00 AM
		Closing Date / Time	19/09/2024 14:00 PM
Description Republic of the Philippines ANTI-MONEY LAUNDERING COUNCIL			

Date: 13 September 2024
RFQ No.: 24-023-2

Gentlemen:

The Anti-Money Laundering Council (AMLC), through its Bids and Awards Committee (BAC), intends to procure the 1000 sets Corrugated File Box, Kraft, B-Flute through Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions and complete submission of documentary requirements provided under the attached Terms of Reference.

Submit your quotation duly signed by you or your duly authorized representative not later than the deadline 19 September 2024 at 02:00 P.M.

For any clarification, you may contact us at telephone number (02) 89884536 or vgo@amlc.gov.ph and anegapatan@amlc.gov.ph.

VINCENT GREGORY S. GO
Account Officer, BAC Secretariat

Created by Vincent Gregory S. Go

Date Created 12/09/2024

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

Date:
RFQ No.:

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Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline**.

For any clarification, you may contact us at telephone number (02) 89884536 or email <ebeltran@amlc.gov.ph>

(Sgd) VINCENT GREGORY S. GO
Account Officer

TERMS OF REFERENCE

Purchase of Corrugated File Box, Kraft, B-Flute
(Purchase Request No. 24-023)

BRIEF DESCRIPTION

Procurement of one thousand (1000) sets Corrugated File Box, Kraft, B-Flute to be used for safekeeping of records of the various groups/departments in the Anti-Money Laundering Council

The Approved Budget for the Contract (ABC) is One Hundred Ninety-Five Thousand Pesos Only (Php195,000.00), inclusive of all costs, charges, and applicable taxes.

INSTRUCTIONS TO SUPPLIERS

Form of Quotation:

Suppliers¹ are required to submit its Quotation using the Prescribed Form (See **Page 6**) by the Anti-Money Laundering Council (AMLC). Non-compliance with the prescribed forms shall be a ground for automatic disqualification.

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
- Omnibus Sworn Statement **and** if applicable, Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative [Use AMLC Prescribed Form, see **pages 10-13**]; **or** Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Supplier.

Submission of Quotation:

Quotations may be submitted through electronic mail to:

Atty. Art Ryan P. Negapatan
Head, BAC Secretariat
anegapatan@amlc.gov.ph

¹ Or Service Providers (for procurement of services).

GENERAL CONDITIONS

Quotation Price:

Supplier's quotation shall be inclusive of all costs, applicable taxes, charges and other incidental expenses, including, but not limited to notarial expenses.

Quotation Validity Period:

Quotations shall be valid for 120 days from receipt by the BAC Secretariat.

Delivery Period/Completion Period/Contract Period:

Delivery period shall be within thirty (30) calendar days upon receipt of signed Purchase Order (PO).

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

² Certificate of Acceptance (for Consultancy Services).

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.

TECHNICAL SPECIFICATIONS:

Corrugated File Box, Kraft, B-Flute (see Annex "A" for the design)
<ul style="list-style-type: none"> Box Type: Kraft, corrugated fiberboard, die-cut, single-ply
<ul style="list-style-type: none"> Flute Designation: B-Flute (2.1mm to 3mm thickness)
<ul style="list-style-type: none"> Material Composition: At least 50% Recycled Fiber/Materials (e.g. pre and/or post-consumer reclaimed materials/materials recycled from secondary fibers)
Dimension:
<ul style="list-style-type: none"> Body: <ul style="list-style-type: none"> Length - 15 inches (381 mm) Width - 12 inches (304.8 mm) Height - 9 2/3 inches (245.533 mm) ± ½ inch (12.7mm) tolerance With one (1) hole each at two (2) opposite vertical sides
<ul style="list-style-type: none"> Liner: <ul style="list-style-type: none"> Length - 35 inches (889 mm) Width - 12 inches (304.8 mm) ± ½ inch (12.7mm) tolerance
<ul style="list-style-type: none"> Cover: <ul style="list-style-type: none"> Length - 15 1/4 inches (387.35 mm) Width - 12 1/4 inches (311.15 mm) Height - 2 inches (50.8 mm) ± ½ inch (12.7mm) tolerance With six (6) inserts/ holes at longer sides
<ul style="list-style-type: none"> Maximum Height with Cover: <ul style="list-style-type: none"> 10 inches (254 mm) ± ½ inch (12.7mm) tolerance
<ul style="list-style-type: none"> Color: Brown
<ul style="list-style-type: none"> Other Attributes: <ol style="list-style-type: none"> Joints should be securely glued in alignment with box sidewalls No loose edges No breaking of linerboard Sturdy construction Clean, no significant scuffing or break/cuts To be delivered flat

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

Requirement for submission of samples or product brochures/conduct of product demonstration (for evaluation purposes):

- Submission of product sample

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.


AILEEN P. SAMSON

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 the following Quotation:

1000 sets Corrugated File Box, Kraft, B-Flute			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK*	YES	NO	REMARKS
Corrugated File Box, Kraft, B-Flute (see Annex "A" for the design)			
<ul style="list-style-type: none">Box Type: Kraft, corrugated fiberboard, die-cut, single-ply			
<ul style="list-style-type: none">Flute Designation: B-Flute (2.1mm to 3mm thickness)			
<ul style="list-style-type: none">Material Composition: At least 50% Recycled Fiber/Materials (e.g. pre and/or post-consumer reclaimed materials/materials recycled from secondary fibers)			
Dimension:			
<ul style="list-style-type: none">Body: Length - 15 inches (381 mm) Width - 12 inches (304.8 mm) Height - 9 2/3 inches (245.533 mm) ± ½ inch (12.7mm) tolerance With one (1) hole each at two (2) opposite vertical sides			
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<ul style="list-style-type: none"> • Other Attributes: <ul style="list-style-type: none"> a. Joints should be securely glued in alignment with box sidewalls b. No loose edges c. No breaking of linerboard d. Sturdy construction e. Clean, no significant scuffing or break/cuts f. To be delivered flat 			

** Kindly put "✓" mark in the "YES/NO" column as may be appropriate to signify compliance with each technical specification and requirement.*

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Corrugated File Box, Kraft, B-Flute		
Approved Budget for the Contract: One Hundred Ninety-Five Thousand Pesos Only (Php195,000.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
		In Words:

	PHP _____	_____
		In Figures: PHP _____

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 _____ 2024.

Signature over Printed Name

Position/Designation

Name of Entity

Office Address

Office Telephone/Fax/Mobile Nos.

Email address/es

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 2024

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 _____.

NOTARY PUBLIC


Doc. No. []

Page No. []

Book No. []

Series of 2024

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: Small Value 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: <u>Anti-Money Laundering Council</u> Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila Contact Person: Annabel A. Roco / Maria Christine V. Alejandrino Contact No.: (02) 5306 - 2459				Delivery Date: WITHIN THIRTY (30) CALENDAR DAYS UPON RECEIPT OF SIGNED PO	
Delivery Term:				Payment Term: Within 30 calendar days from issuance of the Inspection and Acceptance Report	
Stock No.	Unit	Description	Quantity	Unit Cost (in PHP)	Amount (in PHP)
	sets	Corrugated File Box, Kraft, B-Flute	1000	PHP195.00	PHP195,000.00
Total Amount* in Words: One Hundred Ninety-Five Thousand Pesos 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: <div style="text-align: center;"> MATTHEW M. DAVID Executive Director </div>				Date:	
Supplier's Conforme: <i>[Signature over Printed Name of Supplier's Representative]</i>				Date:	
Fund Cluster:					
ORS/BURS No.:		ORS/BURS Date:		Amount: PHP195,000.00	
Certified by: <div style="text-align: center;"> MA. LIZA RACHELLE C. CRUZ Manager, Financial Services Division </div>				Date:	