



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10976225  
**Procuring Entity** ANTI-MONEY LAUNDERING COUNCIL  
**Title** PR24-030 One (1) Year License Subscription for ServiceDesk Plus  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PR24-030	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology		
<b>Approved Budget for the Contract:</b>	PHP 608,665.29	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b> Christine Joy B. Manguba Account Officer, OED/CPG Rm 507, 5/F EDPC Bldg., BSP Complex Malate, Manila Metro Manila Philippines 1004 63-63-53062833  cmanguba@amlc.gov.ph		<b>Date Published</b>	22/06/2024
		<b>Last Updated / Time</b>	22/06/2024 00:00 AM
		<b>Closing Date / Time</b>	27/06/2024 14:00 PM

#### Description

##### Brief Description:

This project is for the procurement of a License Subscription for Servicedesk Plus.  
The Approved Budget for the Contract (ABC) is PHP608,665.29

##### INSTRUCTIONS TO SUPPLIERS

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

##### Form of Quotation:

Suppliers<sup>1</sup> are required to submit its Quotation using the Prescribed Form (See Page 6) by the Anti-Money Laundering Council (AMLC). The Quotation and documentary requirements may be submitted electronically to:

##### Documentary Requirements:

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

1. Mayor's/Business Permit (BIR Certificate of Registration for individual supplier)
2. PhilGEPS Registration Number/Certificate
3. Income/Business Tax Return



Republic of the Philippines  
**ANTI-MONEY LAUNDERING COUNCIL**

**REQUEST FOR QUOTATION**

**Date:** 22 June 2024  
**RFQ No.:** 24-020-001

Gentlemen:

The **Anti-Money Laundering Council (AMLC)**, through its Bids and Awards Committee (BAC), intends to procure the One (1) Year License Subscription for ServiceDesk Plus 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 on 27 June 2024 at 2:00PM.**

For any clarification, you may email us at [asanpedro@amlc.gov.ph](mailto:asanpedro@amlc.gov.ph)

Abigail Ivy C San Pedro  
Account Officer

## TERMS OF REFERENCE

One (1) Year License Subscription for ServiceDesk Plus  
(Purchase Request No. 24-030)

### BRIEF DESCRIPTION

This project is for the procurement of a License Subscription for Servicedesk Plus.

The Approved Budget for the Contract (ABC) is PHP608,665.29

### INSTRUCTIONS TO SUPPLIERS

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

#### *Form of Quotation:*

Suppliers<sup>1</sup> are required to submit its Quotation using the Prescribed Form (See Page 6) by the Anti-Money Laundering Council (AMLC). The Quotation and documentary requirements may be submitted electronically to:

#### *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 **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative [Use AMLC Prescribed Form] (See Pages 8-11); **or** Original 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:*

The Quotation and documentary requirements may be submitted electronically to:

Abigail Ivy C San Pedro  
Account Officer  
asanpedro@amlc.gov.ph

Copy furnished:

Atty. Art Ryan P. Negapatan  
Head, BAC Secretariat  
[anegapatan@amlc.gov.ph](mailto:anegapatan@amlc.gov.ph)

## 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.

### *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 equivalent to **five percent (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 the issuance of the Certificate of Final Acceptance (CFA)** by the end-user.
- The performance security may be released by the AMLC after the issuance of the Certificate of Final Acceptance, subject to the following conditions: (a) the 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 shall be made within thirty (15) calendar days from the date of receipt of the Purchase Order.

Please see the contract period in the Technical Specifications.

### *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)**<sup>1</sup> 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) calendar 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 it has, and will at all time during the term of the service, maintain the requisite personnel, competence, skills, and resources necessary to provide the required services under these Terms of Reference. The Supplier also warrants that the services shall be performed in a workmanlike manner and in compliance with all applicable laws and regulations. The Supplier further warrants the availability of service, service parts and maintenance services, including repair services and preventative maintenance, during the term of the service. Additionally, the Supplier warrants that the service rendered is fit for the use for which it was intended.

**TECHNICAL SPECIFICATIONS:**

Item	Specification	Units	Delivery Schedule
1	One Year License Subscription for ManageEngine ServiceDesk Plus Standard Edition for 30 Technicians	1 Lot	Within thirty (30) calendar days from the date of receipt of the Purchase Order
2	The supplier shall provide software updates during the subscription coverage.		
3	The supplier shall provide 8x5 Helpdesk Support and Technical support service level agreement.		
4	The Supplier shall comply with COVID-19 protocols, including the conduct of a swab test if required by the Bangko Sentral ng Pilipinas, to gain entry to the AMLC premises, which shall be coordinated with the ITSS three (3) working days before the intended service.		

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<sup>1</sup> Certificate of Acceptance (for Consultancy Services).

**OTHER REQUIREMENTS/CONDITIONS (IF ANY):**

*Submittals during the implementation stage:*

- Submission of Vaccination ID and antigen test results if required, by the Bangko Sentral ng Pilipinas to enter the AMLC premises and shall be coordinated with ITSS three (3) working days before the intended service.
- The deliverables must be submitted and completed within thirty (30) calendar days from receipt of the Purchase Order as follows:
  - Must submit the Certificate / Proof of Entitlement covering the one-year subscription period;
  - Must submit and load the license subscription for ServiceDesk Plus;
  - Must conduct end-user and technical training on a separate session and;
  - Delivery receipt

*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.**



**VINCENT TRISTAN L. UMLAS**  
Acting Bank Officer V, ETMG-ITSS

## 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:

ONE (1) YEAR LICENSE SUBSCRIPTION FOR SERVICEDESK PLUS			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
1. One Year License Subscription for ManageEngine ServiceDesk Plus Standard Edition for 30 Technicians			
2. The supplier shall provide software updates during the subscription coverage.			
3. The supplier shall provide 8x5 Helpdesk Support and Technical support service level agreement.			
4. The Supplier shall comply with COVID-19 protocols, including the conduct of a swab test if required by the Bangko Sentral ng Pilipinas, to gain entry to the AMLC premises, which shall be coordinated with the ITSS three (3) working days before the intended service.			

FINANCIAL OFFER:

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days upon the issuance of the Inspection and Acceptance Report. 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.

One (1) Year License Subscription for Servicedesk Plus		
Approved Budget for the Contract: Six Hundred Eight Thousand Six Hundred sixty-Five Pesos and twenty-nine centavos (PHP608,665.29)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
_____	_____	<b>In Words:</b> _____ _____ _____ <b>In Figures:</b> _____

If our Quotation is accepted, the Supplier undertakes to provide *performance security* in the form, amounts, and within the times specified in the TOR.

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

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es



## OMNIBUS SWORN STATEMENT (REVISED)

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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 \_\_\_\_, 2024 in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's  
Signatory

\_\_\_\_\_  
Representative/Authorized

**SUBSCRIBED AND SWORN** to before me on \_\_\_\_\_ in \_\_\_\_\_, 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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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

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Book No. [   ]  
Series of 2024

6/22/24, 7:26 AM  
1. Oath or Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative [Use AMLC Prescribed Form] (See Pages 8-11); or Original 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:

The Quotation and documentary requirements may be submitted electronically to:

Abigail Ivy C San Pedro  
Account Officer

Email Add: asanpedro@amlc.gov.ph

Copy furnished:

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

**Created by** Christine Joy B. Manguba  
**Date Created** 21/06/2024

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