



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11311903
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title PR24-048: Supply and Delivery of Common-Use Office Supplies
Area of Delivery Metro Manila

Solicitation Number:	PR24-048	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 42,380.00	Document Request List	0
Delivery Period:	20 Day/s		
Client Agency:		Date Published	02/10/2024
Contact Person:	Art Ryan P. Negapatan Bank Officer IV (Head, BAC Secretariat) Rm 612, 5/F EDPC Bldg., BSP Complex Manila Metro Manila Philippines 1004 63-2-87087065 anegapatan@amlc.gov.ph	Last Updated / Time	02/10/2024 00:00 AM
		Closing Date / Time	07/10/2024 14:00 PM

Description

Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

Request for Quotation

Date: 2 October 2024
RFQ No.: 24-048-2

Gentlemen:

The Anti-Money Laundering Council (AMLC), through its Bids and Awards Committee (BAC), intends to procure various common-use office supplies 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 Monday, 7 October 2024 at 2:00PM.

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

ATTY. ART RYAN P. NEGAPATAN
Head, BAC Secretariat

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	PR24-048	Supply and Delivery of Common-Use Office Supplies	1	Lot	42,380.00

Created by Art Ryan P. Negapatan

Date Created 01/10/2024

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Head, BAC Secretariat

TERMS OF REFERENCE

Supply and Delivery of Common-use Office Supplies
(Purchase Request No. 24-048)

BRIEF DESCRIPTION

Procurement of common-use office supplies for day-to-day use of the various groups/departments in the Anti-Money Laundering Council

The Approved Budget for the Contract (ABC) is Forty-Two Thousand Three Hundred Eighty Pesos Only (Php42,380.00), 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 5**) 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

Submission of Quotation:

Quotations may be submitted through electronic mail to:

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

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.

¹ Or Service Providers (for procurement of services).

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 twenty (20) 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 have no patent or latent defect, arising from design, materials, or workmanship or from

² Certificate of Acceptance (for Consultancy Services).

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:

Item	Specification	Unit	Quantity	Delivery Schedule
1	Ballpen, black	pc	200	Within 20 calendar days from receipt of signed PO
2	Ballpen, blue	pc	100	
3	Ballpen, red	pc	50	
4	Battery AA	pc	25	
5	Battery AAA	pc	25	
6	Clip, backfold, 25mm (1")	box	50	
7	Clip, backfold, 50mm (2")	box	50	
8	Clip, bulldog 3"	box	17	
9	Fastener 70mm	box	100	
10	Flash drive 16gb capacity	pc	15	
11	Folder, expanding pressboard, legal	pc	200	
12	Glue, transparent	btl	2	
13	Whiteboard marker, black	pc	15	
14	Whiteboard marker, blue	pc	10	
15	Pentel pen, black	pc	15	
16	Pentel pen, blue	pc	10	
17	Pentel pen, red	pc	10	
18	Page marker, 14mm x 50mm	pack	100	
19	Paper clip, 32mm	box	100	
20	Ring Binder 5/16" (8mm), Plastic	roll	5	
21	Ring Binder 1/2" (12mm), Plastic	roll	5	
22	Ring Binder 3/4" (20mm), Plastic	roll	5	
23	Ring Binder 2" (45mm), Plastic	roll	5	
24	Sign Pen, Pilot V10, Black	pc	12	
25	Sign Pen, Pilot V10, Blue, 1.0	Pc	24	
26	Sign Pen, Liquid Gel Ink, Black 0.5mm	pc	20	
27	Sign Pen, Liquid Gel Ink, Blue 0.5mm	pc	20	
28	Sign Pen, Liquid Gel Ink, Red, 0.5mm	pc	10	
29	Sign Pen, Pilot V5, Blue	pc	20	
30	Sign Pen, Pilot V7, Blue	pc	20	
31	Stick-on Notepad, 2x3", 100 sheets	pad	25	

32	Stick-on Notepad, 3x3", 100 sheets	pad	25	Within 20 calendar days from receipt of signed PO
33	Sign Here, sticker tabs	packet	50	
34	Specialty Paper, 220-250gsm, A4, cream, 10sh	pack	30	
35	Specialty Paper, 220-250gsm, A4, white, 10sh	pack	100	

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

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

- Submission of product sample

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.

AILEEN P. SAMSON

End-User Representative

QUOTATION FORM

Date: _____

RFQ No.: _____

To: **BIDS AND AWARDS COMMITTEE**
 Anti-Money Laundering Council
 Room 507, 5/F, EDPG 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:

PROCUREMENT OF COMMON-USE OFFICE SUPPLIES						
TECHNICAL SPECIFICATIONS		UNITS	QUANTITY	YES	NO	REMARKS
1	Ballpen, black	pc	200			
2	Ballpen, blue	pc	100			
3	Ballpen, red	pc	50			
4	Battery AA	pc	25			
5	Battery AAA	pc	25			
6	Clip, backfold, 25mm (1")	box	50			
7	Clip, backfold, 50mm (2")	box	50			
8	Clip, bulldog 3"	box	17			
9	Fastener 70mm	box	100			
10	Flash drive 16gb capacity	pc	15			
11	Folder, expanding pressboard, legal	pc	200			
12	Glue, transparent	btl	2			
13	Whiteboard marker, black	pc	15			
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21	Ring Binder 1/2" (12mm), Plastic	roll	5			
22	Ring Binder 3/4" (20mm), Plastic	roll	5			
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24	Sign Pen, Pilot V10, Black	pc	12			
25	Sign Pen, Pilot V10, Blue, 1.0	pc	24			
26	Sign Pen, Liquid Gel Ink, Black 0.5mm	pc	20			
27	Sign Pen, Liquid Gel Ink, Blue 0.5mm	pc	20			
28	Sign Pen, Liquid Gel Ink, Red, 0.5mm	pc	10			
29	Sign Pen, Pilot V5, Blue	pc	20			
30	Sign Pen, Pilot V7, Blue	pc	20			
31	Staple Wire, #35 (26/6)	box	50			
32	Stick-on Notepad, 2x3", 100 sheets	pad	25			
33	Stick-on Notepad, 3x3", 100 sheets	pad	25			
34	Sign Here, sticker tabs	packet	50			
35	Specialty Paper, 220-250gsm, A4, cream, 10sh	pack	30			
36	Specialty Paper, 220-250gsm, A4, white, 10sh	pack	100			

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.

Common-use Office Supplies		
Approved Budget for the Contract: Forty-Two Thousand Three Hundred Eighty Pesos Only (Php42,380.00)		
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

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 EDPG Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila Contact Person: Maria Christine V. Alejandrino Contact No.: (02) 5306 - 2459				Delivery Date: WITHIN TWENTY (20) CALENDAR DAYS UPON RECEIPT OF SIGNED PO	
Delivery Term:				Payment Term:	
				Within 30 days from receipt of billing and issuance of the Inspection and Acceptance Report	
Stock No.	Unit	Description	Quantity	Unit Cost (in PHP)	Amount (in PHP)
	Lot	Various Office Supplies	1	PHP __,000.00	PHP __,000.00
Total Amount* in Words: _____ 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: <div style="text-align: center;"><i>[Signature over Printed Name of Supplier's Representative]</i></div>				Date:	
Fund Cluster:					
RS/BURS No.:		ORS/BURS Date:		Amount: PHP __,000.00	
Certified by: <div style="text-align: center;">MA. LIZA RACHELLE C. CRUZ Manager, Financial Services Division</div>				Date:	