

Dear Sir/ Ma'am

The AMLC Secretariat will undertake a Negotiated Procurement "Media Services" in accordance with Section 53.6 of the 2016 Implementing Rules and Regulations of Republic Act No. 9184.

Name of the Requirement/Brief Description	Publication of 2021 Anti-Money Laundering/Counter Terrorism Financing Guidelines for Designated Non-Financial Businesses and Professions
Specifications	3 full pages (6 cols. X 52 cms.)
Total Cost	Php 200,000.00
Delivery/Completion	Within seven (7) days from receipt of Purchase Order or as communicated by the AMLC

All particulars and activities relative to the eligibility of bidders/suppliers, Preliminary Meeting (if applicable), Evaluation of Bids and Award of Contract shall be governed by Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Interested bidders/suppliers are required to submit the duly accomplished Quotation Form (see attached Form) by 04 June 2021, 10:00 a.m., together with Mayor's/Business Permit (BIR Certificate of Registration for Individual Supplier) and PhilGEPs Registration Number/Certificate.

The aforementioned quotation and documentary requirements may also be submitted electronically to:

Ma. Cielito Carmela Gabrielle G. Mateo  
Account Officer, BAC Secretariat  
[mgmateo@amlc.gov.ph](mailto:mgmateo@amlc.gov.ph)

Copy furnished:

Froilan L. Cabarios  
Head, BAC Secretariat  
[fcabarios@amlc.gov.ph](mailto:fcabarios@amlc.gov.ph)

For the AMLC BAC Secretariat,

Ma. Cielito Carmela Gabrielle G. Mateo  
Account Officer, BAC Secretariat  
[mgmateo@amlc.gov.ph](mailto:mgmateo@amlc.gov.ph)



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

**TERMS OF REFERENCE**

Publication of AMLC Regulatory Issuance No. 3, Series of 2021  
Purchase Request No. 21-050

**BRIEF DESCRIPTION**

Media services, i.e., publication in a newspaper of general circulation, for Anti-Money Laundering Council (AMLC) Regulatory Issuance (ARI) No. 3, Series of 2021 on 2021 Anti-Money Laundering Counter-Terrorism Financing Guidelines for Designated Non-Financial Businesses and Professions.

The approved budget for the contract (ABC) is PhP200,000.00.

**INSTRUCTIONS TO SUPPLIERS**

*Form of quotation*

Suppliers are required to submit its quotation, using the prescribed form (see page 4) by the AMLC.

*Documentary requirements*

The following documentary requirements shall be submitted at the time of the submission of the supplier/service provider's quotation (or in cases of difficulties in the production of the documents, before the issuance of the notice of award; provided, that the AMLC is informed at the time of the submission of the quotation):

- Mayor's/business permit (Bureau of Internal Revenue Certificate of Registration for individual suppliers)
- PhilGEPS registration number/certificate

A valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of the foregoing documents.

**GENERAL CONDITIONS**

*Quotation price*

Supplier's quotation shall be inclusive of the 12% value-added tax and other incidental expenses, including, but not limited to, notarial expenses.

*Quotation validity period*

Quotations shall be valid for 30 days from receipt by the Bids and Awards Committee Secretariat.

*Delivery period/completion period/contract period*

ARI No. 3, Series of 2021 shall be published by the supplier/service provider within seven (7) days from receipt of the purchase order, or as communicated by the AMLC.

*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) 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 30 days from issuance of the IAR by the IAC.
- The currency in which payment is to be made shall be in Philippine Pesos.

**TECHNICAL SPECIFICATIONS**

Item	Specification	Units
1	The administrative issuance shall be published in three (3) whole pages of the newspaper	1 lot
2	The administrative issuance shall be preferably published in the Business Section of the newspaper	
3	Must indicate, at the top of/prior to the administrative issuance, the following:  "Anti-Money Laundering Council (AMLC) Advisory: AMLC Regulatory Issuance No.3, Series of 2021.  Also available at <a href="http://amlc.gov.ph">amlc.gov.ph</a>	
4	With publishing days from Monday to Sunday	

**OTHER REQUIREMENTS/CONDITIONS**

*Submission of complimentary copies*

The supplier/service provider shall provide five (5) complimentary copies of the newspaper, where ARI No. 3, Series of 2021 was published.

*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; 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.**

  
ALVIN L. BERMIDO  
Deputy Director  
Commitments and Policy Group  
(End-user Representative)

