



Republic of the Philippines  
***Anti-Money Laundering Council***

**AMLC BIDS AND AWARDS COMMITTEE**

---

**REQUEST FOR QUOTATION**

The AMLC will undertake a **Small Value Procurement** for the “**Business Luggage (Purchase Request No. 20-073)**” in accordance with **Section 53.9** of the Implementing rules and Regulations of Republic Act No. 9184.

**BRIEF DESCRIPTION**

Three (3) units of Business Luggage Bags to be used by the Litigation and Evaluation Group During court hearing.

The Approved Budget for the Contract (**ABC**) is Forty-Five Thousand Pesos (**Php45,000.00**)

**TECHNICAL SPECIFICATIONS**

Please see Page 3 of the attached Terms of Reference.

**INSTRUCTIONS TO SUPPLIERS**

**Quotation:**

Interested Suppliers are required to submit its Quotation using the Prescribed Form (See Page 5 of the attached Terms of Reference), together with the documentary requirements, to the Anti-Money Laundering Council (AMLC) on or before **11 November 2020** at:

BAC Secretariat  
Erika Sheena C. Serrano  
[eserrano@amlc.gov.ph](mailto:eserrano@amlc.gov.ph)

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

**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

**Note:** Non-compliance with any of the instructions or conditions under these Terms of Reference shall cause the disqualification of the supplier.

---



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

**TERMS OF REFERENCE**  
Business Luggage  
(Purchase Request No. 20-073)

**BRIEF DESCRIPTION**

Three (3) units of Business Luggage Bags to be used by the Litigation and Evaluation Group during court hearing.

The Approved Budget for the Contract (ABC) is Forty-Five Thousand Pesos (PHP45,000.00).

**INSTRUCTIONS TO SUPPLIERS**

Suppliers who do not comply with any of the requirements, including the use of the prescribe form, in these Terms of Reference, shall be automatically disqualified.

*Form of Quotation:*

Suppliers are required to submit the Quotation using the Prescribed Form (See Page 5) by the Anti-Money Laundering Secretariat.

*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); a
- PhilGEPS Registration Number/Certificate;
- Income/Business Tax Return (for ABCs above PHP500,000.00); and
- Omnibus Sworn Statement with Secretary's Certificate (for ABCs above Php50,000.00 [Use AMLC Prescribed Form, if applicable] (See pages 6-9)

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

Atty. Erika Sheena C. Serrano  
Account Officer, BAC Secretariat  
[eserrano@amlc.gov.ph](mailto:eserrano@amlc.gov.ph)

Copy furnished:

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

## GENERAL CONDITIONS

### *Quotation Price:*

Supplier's Quotation shall be inclusive of 12% Value-Added Tax (VAT) and other incidental expenses, including, but not limited to notarial expenses.

### *Quotation Validity Period:*

Quotations shall be valid for thirty (30) days from receipt by the BAC Secretariat.

### *Delivery Period/Completion Period/Contract Period:*

Delivery period shall be thirty (30) days after receipt of Purchase Order.

### *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 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.

---

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

- 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 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.
- The AMLC shall promptly notify the Supplier in writing of any claims arising under the warranty. Upon receipt of such notice, the Supplier shall, within five (5) days and with all reasonable speed, repair or replace the defective goods or partsthereof, without costs to the AMLC.

**TECHNICAL SPECIFICATION**

Item	Specification	Unit	Delivery Schedule
<b>Business Luggage Bag</b>		<b>3</b>	<b>30 days from receipt of the Purchase Order</b>
<b>1</b>	With <i>at least</i> two (2) wheels		
<b>2</b>	Water repellent material		
<b>3</b>	100% Polyester		
<b>4</b>	With padded 17.3" laptop compartment		
<b>5</b>	Two main compartments		
<b>6</b>	Business Organizer		
<b>7</b>	At least three (3) years warranty		
<b>8</b>	TSA combination padlock		
<b>9</b>	Two handles		
<b>10</b>	Extendable pull rod		
<b>11</b>	Not heavier than 2.5kgs		

*Requirement for submission of samples or product brochures or other documents that may show compliance with the Technical Specification (e.g. photo of the product, etc.) (for evaluation purposes).*

*Submittals during implementation stage:*

Submit Delivery Receipt and Sales Invoice upon delivery of the Goods.

*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.**

*fr: Pungalan*  
William Russel S. Malang  
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 to 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 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 \_\_\_\_\_ 2020.

\_\_\_\_\_  
[signature over printed name]

\_\_\_\_\_  
[in 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 Supplier] 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 Supplier];

2.       Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Supplier], 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 {Nome of the Project} of the Anti-Money Laundering Council (AMLC), as shown in the attached duly notarized [Secretary's Certificate or 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 AMLC, 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 Supplier} 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;

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 Supplier} 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 Supplier] 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 Supplier] complies with existing labor laws and standards; and

8. [Name of Supplier] is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the {Name of the Project}.

9. [Name of Supplier] 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.

IN WITNESS WHEREOF, I have hereunto set my hand on \_\_\_\_\_ at \_\_\_\_\_, Philippine.

\_\_\_\_\_  
Supplier's Authorized Representative



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 2020

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/son


\_\_\_\_\_  
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 2020

**PURCHASE ORDER**

<b>Procuring Entity:</b>  <b>ANTI-MONEY LAUNDERING COUNCIL (AMLC)</b>					
<b>Supplier:</b>			<b>P.O. No.:</b>		
<b>Supplier's Address:</b>			<b>P.O. Date:</b>		
<b>Tax Identification Number (TIN):</b>			<b>Mode of Procurement:</b> Small Value Procurement		
<b>Gentlemen:</b>  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.					
<b>Place of Delivery:</b>			<b>Delivery Date:</b>		
Anti-Money Laundering Council Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila, Philippines  Contact Person: _____ Contact No.: _____					
<b>Delivery Term:</b>			<b>Payment Term:</b> Within 30 days from issuance of the Inspection and Acceptance Report		
<b>Stock No.</b>	<b>Unit</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost (in PHP)</b>	<b>Amount (in PHP)</b>
<b>Total Amount* in Words:</b> _____			(*inclusive of 12% VAT and other incidental expenses)		
<b>Liquidated Damages:</b> 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.					
<b>Order Approved:</b>			<b>Date:</b>		
<p align="center"><b>MEL GEORGIE B. RACELA</b> Executive Director</p>					
<b>Supplier's Conforme:</b>			<b>Date:</b>		
<p align="center">_____ Authorized Representative</p>					
<b>Fund Cluster :</b>					
<b>ORS/BURS No.:</b>		<b>ORS/BURS Date:</b>		<b>Amount: PHP</b>	
<b>Certified by:</b>			<b>Date:</b>		
<p align="center"><b>MA. ESMERALDA A. NORADA</b> Manager, Financial Services Division</p>					