



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7340157
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title Four (4) Units of Digital Voice Recorder
Area of Delivery Metro Manila

Solicitation Number:	PR20-025	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment	Date Published	10/12/2020
Approved Budget for the Contract:	PHP 40,000.00	Last Updated / Time	09/12/2020 13:34 PM
Delivery Period:	30 Day/s	Closing Date / Time	17/12/2020 15:00 PM
Client Agency:			
Contact Person:	Kirsten Aguila BAC Secretariat Rm 507, 5/F EDPC Bldg., BSP Complex Manila Metro Manila Philippines 1004 63-91-67653159 Ext. 63-- ksaguila@amlc.gov.ph		
Description			
Please see attached Terms of Reference (TOR)			

Created by Kirsten Aguila
Date Created 09/12/2020

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE
Digital Voice Recorder
(Purchase Request No. 20-025)

BRIEF DESCRIPTION

The purchase of four (4) units of digital voice recorder is intended for the use of personnel in Anti-Money Laundering Council specifically in the Administrative Services Division (ASD), Counseling, Adjudication and Mutual Legal Assistance Unit (CAMU) and Litigation and Evaluation Group (LEG) during staff meetings, case hearings and other similar events.

The Approved Budget for the Contract (ABC) is Forty Thousand Pesos (PhP40,000.00).

INSTRUCTIONS TO SUPPLIERS

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

Form of Quotation:

Suppliers are required to submit its Quotation using the Prescribed Form (See Page 4) by the Anti-Money Laundering Council (AMLC).

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

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

Kirsten S. Aguila
Account Officer, BAC Secretariat
ksaguila@amlc.gov.ph

Copy furnished:
Froilan L. Cabarios
Head, BAC Secretariat
fcabarios@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 one hundred and twenty (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)**¹ 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) 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

¹ 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.

- 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 fifteen (15) calendar days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC.

TECHNICAL SPECIFICATIONS:

Item	Specification	Units	Delivery Schedule
1	With 4GB built-in memory, expandable	Four (4)	Within 30 days upon receipt of signed PO
2	Focused stereo recording with noise reduction		
3	With built-in USB connector for easier file transfers		
4	Built-in Lithium battery		
5	Quick/Easy file navigation through screen display		
6	Audio jack connection and speaker for playback		

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

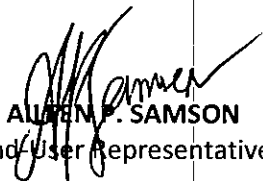
Requirement for submission of samples or product brochures/conduct of product demonstration (for evaluation purposes):

Submit product sample or product brochure

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.


ALDEN 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 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 the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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: 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.: _____				Delivery Date:		
Delivery Term:				Payment Term: Within 30 days from issuance of the Inspection and Acceptance Report		
Stock No.	Unit	Description	Quantity	Unit Cost (in PHP)	Amount (in PHP)	
Total Amount* in Words: _____ 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: MEL GEORGIE B. RACELA Executive Director				Date:		
Supplier's Conformance: [Signature over Printed Name of Supplier's Representative]				Date:		
Fund Cluster :						
ORS/BURS No.:		ORS/BURS Date:		Amount: PHP		
Certified by: MA. ESMERALDA A. NORADA Manager, Financial Services Division				Date:		