



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

**AMLC BIDS AND AWARDS COMMITTEE**

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**REQUEST FOR QUOTATION**

The AMLC will undertake a Small Value Procurement for the “Purchase of Personal Protective Equipment (PPE) Kits/Supplies/Materials, Purchase Request No. 20-107” in accordance with Section 53.9 of the Implementing rules and regulations of Republic Act No. 9184.

**BRIEF DESCRIPTION**

Part of the Anti-Money Laundering Council (AMLC) Gender and Development (GAD) Plan and Budget for FY 2020, as endorsed by the Philippine Commission on Women (PCW), is the dissemination of kits/supplies/materials among personnel including PPE, alcohols, vitamins, hygiene and sanitation items among others” to increase protection on the well-being among AMLCS personnel and their access on their gender-related needs during the COVID-19 pandemic.

The Approved Budget for the Contract (ABC) is Five Hundred Twenty - Five Thousand Pesos (Php525,000.00) chargeable to Supplies and Materials – GAD related expenses, item 3 (c) of the AMLC (3rd) Amended Annual Procurement Plant for FY 2020.

**TECHNICAL SPECIFICATIONS**

Please see Page 4 of the attached Terms of Reference.

**INSTRUCTION TO SUPPLIERS**

Interested Suppliers are required to submit its Quotation using the Prescribed Form (See Page 4 of the attached Terms of Reference), together with the documentary requirements; to the Anti-Money Laundering Council (AMLC) on or before 6:00 PM, 26 November 2020 at:

BAC Secretariat  
Ms. Arlene J. Pineda  
Account Officer, BAC Secretariat  
ajpineda@amlc.gov.ph

Copy furnished:  
Froilan L. Cabarios  
Head, BAC Secretariat  
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
- Income/Business Tax Return

- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 7-10 from the Terms of Reference)

**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.



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

**TERMS OF REFERENCE**

Purchase of Personal Protective Equipment (PPE) Kits/Supplies/Materials  
(Purchase Request No. 20-107)

**BRIEF DESCRIPTION**

Part of the Anti-Money Laundering Council (AMLC) Gender and Development (GAD) Plan and Budget for FY 2020, as endorsed by the Philippine Commission on Women (PCW), is the dissemination of kits/supplies/materials among personnel including PPE, alcohols, vitamins, hygiene and sanitation items among others” to increase protection on the well-being among AMLCS personnel and their access on their gender-related needs during the COVID-19 pandemic.

The Approved Budget for the Contract (ABC) is Five Hundred Twenty Five Thousand Pesos (Php525,000.00) chargeable to Supplies and Materials – GAD related expenses, item 3 (c) of the AMLC (3<sup>rd</sup>) Amended Annual Procurement Plant for FY 2020.

**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<sup>1</sup> are required to submit its Quotation using the Prescribed Form (See Page 6) 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
- Income/Business Tax Return
- Omnibus Sworn Statement with Secretary’s Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 7-10)

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

Arlene J. Pineda  
Account Officer, BAC Secretariat  
ajpineda@amlc.gov.ph

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<sup>1</sup> Or Service Providers (for procurement of services).

Copy furnished:

Atty. Froilan L. Cabarios  
Head, BAC Secretariat  
fcabarios@amlc.gov.ph

## GENERAL CONDITIONS

### *Quotation Price:*

Supplier's quotation shall be inclusive of applicable tax, costs 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 BAC Secretariat.

### *Performance Security (for ABCs above PHP500,000.00):*

- 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 **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 issuance by of the Certificate of Final Acceptance (CFA)** by the Inspection and Acceptance Committee (IAC).
- The performance security may be released by the AMLC after the issuance of the Certificate of Final Acceptance, subject to the following conditions: (a) 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 period shall be within 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>2</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.
- The currency in which payment is to be made shall be in Philippine Pesos.

*Warranty:*

- [*For goods*] 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 obligation for the warranty shall be covered by a warranty security in the form of *retention money* in an amount equivalent to **five percent (5%)** of every progress payment, or total contract price in case of one-time payment.
- 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 30 days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC. If the Supplier, having been notified, fails to remedy the defects within the period specified in the contract, the AMLC may proceed to call upon the warranty security, without prejudice to any other rights which it

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<sup>2</sup> Certificate of Acceptance (for Consultancy Services).

may have against the Supplier under these Terms of Reference and under the applicable law.

- The warranty security shall only be released after the lapse of **one (1) year after issuance by the IAC of the CFA** of the delivered Goods.
- After the lapse of the period, and upon request by the Supplier, the AMLC shall release the warranty security, *Provided*, that the goods supplied are free from patent and latent defects and all conditions imposed under the Terms of Reference have been fully met.

**TECHNICAL SPECIFICATIONS:**

Item	Specification	Units	Delivery Schedule
1	<p>1 Lot PPE Kits/Supplies/Materials consisting of:</p> <p>a. 1 piece Basic First Aid Kit with Shelf Life of 36 months that contains the following:</p> <ul style="list-style-type: none"> <li>• 4 pieces plastic strips with acrinol 19mm x 55mm</li> <li>• 1 piece gauze pads 2"x2"</li> <li>• 1 roll plaster 1.25 cm x 1 cm</li> <li>• 1 bottle iodine 10% solution 15ml</li> <li>• 1 bottle spirit of ammonia 15ml</li> <li>• 1 tin cold rub 5g</li> <li>• 1 pack cotton buds plastic stem 36 tips</li> <li>• 4 tables Paracetamol 500mg</li> <li>• 1 tube Burn oinment 15g</li> <li>• 4 capsules Loperamide 2mg</li> <li>• 4 tablets Phenylpropanolamine HCl + Chlorphenamine Maleate + Paracetamol (25mg / 2mg / 500mg)</li> </ul> <p>b. 3 boxes Disposable Non-Woven Surgical Face Mask, 3 ply, (50 pieces per box)</p> <p>c. 3 pieces Sanitizing Gel (Hypoallergenic) 60ml</p> <p>d. 1 bottle 70% Solution Ethyl Alcohol Spray 330 ml</p> <p>e. 2 bottles 70% Solution Ethyl Alcohol 500 ml</p>	175 kits	Within 30 days upon receipt of PO

	<p>f. 2 bottles Anti-Bacterial Hand Wash 225 ml (in pump bottle)</p> <p>g. 2 packs Anti-Bacterial Hand Soap 450 ml (refill)</p> <p>h. 1 box Nitrile Examination Gloves (powder-free) 100 pcs per box</p> <p>i. 1 bottle Disinfectant Spray, 170g (kills 99.9% of bacteria, kills cold and flu viruses)</p> <p>j. 1 piece Ecobag (cloth), with logo [AMLC and PCW logos (please see attached) on opposite sides], to fit all the items above</p>		
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**OTHER REQUIREMENTS/CONDITIONS (IF ANY):**

*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. **[Note:** This provision is mandatory]

**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.**

  
**MA. LIZA RACHELLE C. CRUZ**  
 Vice-Chairperson , GFPS  


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 End-User Representative

## The AMLC Seal



The new AMLC seal features a stylized young Philippine eagle rendered in blue, red, and yellow strokes. Characterized by strength and a keen vision, the Philippine eagle is known for its ability to fly high and soar toward its goal. The main elements encase the text inscriptions “AMLC” and “Anti-Money Laundering Council.” These elements have no enclosure, signifying openness, freedom, impartiality, and objectivity of the AMLC.

### Principal Elements

1. The Philippine eagle, the Philippines’ national bird, is the world’s largest eagle and is a symbol of strength, courage, and determination in the pursuit of the mandate; independence from outside forces/pressure; honesty in public service; guardianship against attempts to make the Philippines a money-laundering site; and the eagle eye for clarity of vision.
2. Three strokes represent the three pillars or virtues of the AMLC — independence, integrity, and cooperation.
3. The Council’s acronym, “AMLC,” is given prominence to make the agency more familiar to the public.

### Colors

1. The blue stroke represents security, trust, reliability, and responsibility. (**Hex - 1082c5**)
2. The red stroke symbolizes passion, action, strength, courage, and determination. (**Hex - ce2028**)
3. The yellow stroke symbolizes optimism, wisdom, and logic. (**Hex - ebbc1e**)
4. The black font color of the text “AMLC” denotes strength and authority.

### Font or Typeface

BlairMdITC TT, medium, for “AMLC,” characterized by a streamlined, solid, and balanced line, suggesting AMLC’s way of performing its mandate



## PCW Logo:

### *White (stand alone) logo*

The dove symbol is outlined in black and the logotype is in black.



## Color Palette

WHITE	PURPLE	YELLOW	BLUE	RED
RGB (Web) 255-255-255	RGB (Web) 112-48-172	RGB (Web) 252-209-22	RGB (Web) 0-56-168	RGB (Web) 206-17-38
CMYK (Print) C0-M0-Y0-K0	CMYK (Print) C69-M90-Y0-K0	CMYK (Print) C2-M17-Y91-K0	CMYK (Print) C99-M80-Y0-K0	CMYK (Print) C12-M100-Y87-K3
Hex #FFFFFF	Hex #7030A0	Hex #FCD116	Hex #0038A8	Hex #CE1126

### Clear space and minimum size

To ensure that the PCW logo always appears clearly and unobstructed, it is important to provide an area of clear space around it.

The logo should maintain a minimum clear space equal to the height of the “P” around the whole logo. No other object should appear within this area at any time, and where possible, this clear space should be increased.

The PCW logo should always be legible and must never lose its integrity when reduced to a small size. To ensure this, the logo should never appear in print smaller than 25mm in width.



## QUOTATION FORM

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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 to the following Quotation:

Item/Brand/Model	Units	Technical Specifications	Quotation Price

If our Quotation is accepted, the Supplier undertakes to provide a *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 \_\_\_\_\_ 2020.

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

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Omnibus Sworn Statement

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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 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 [Name 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 \_\_\_\_\_, Philippines.

\_\_\_\_\_  
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 \_\_\_\_\_.

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**Secretary's Certificate**

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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 \_\_\_\_\_.

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**PURCHASE ORDER**

<b>Procuring Entity:</b>  ANTI-MONEY LAUNDERING COUNCIL (AMLC)					
<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		
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.					
<b>Place of Delivery:</b>  <b>Anti-Money Laundering Council</b> Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila, Philippines  Contact Person: Ma. Liza Rachelle C. Cruz Contact No.: 8708 7925				<b>Delivery Date:</b>	
<b>Delivery Term:</b> From the date of receipt of Purchase Order				<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>
	Lot	175 sets Protective Kits	1		
Total Amount* in Words:				(*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>MEL GEORGIE B. RACELA</b> Executive Director				<b>Date:</b>  ___ November 2020	
<b>Supplier's Conforme:</b>  Authorized Representative				<b>Date:</b>  ___ November 2020	
<b>Fund Cluster :</b>					
<b>ORS/BURS No.:</b>		<b>ORS/BURS Date:</b>		<b>Amount: PHP</b>	
<b>Certified by:</b>  <b>MA. ESMERALDA A. NORADA</b> Manager, Financial Services Division				<b>Date:</b>	