



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 “Electronic Signature Pads (**Purchase Request No. 20-87**)” in accordance with **Section 53.9** of the Implementing rules and Regulations of Republic Act No. 9184.

BRIEF DESCRIPTION

Four (4) unit electronic signature pads for use of the Counseling, Adjudication and Mutual Legal Assistance Unit (CAMU) to facilitate affixing of signatures in electronic documents.

The Approved Budget for the Contract (**ABC**) is **PHP36,000.00**.

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 **20 November 2020** at:

BAC Secretariat
Erika Sheena C. Serrano
eserrano@amlc.gov.ph

Copy furnished:
Atty. 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

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
Electronic Signature Pads
(Purchase Request No. 20-087)

BRIEF DESCRIPTION

Supply and delivery of electronic signature pads for use of the Counseling, Adjudication and Mutual Legal Assistance Unit (CAMU) to facilitate affixing of signatures in electronic documents.

The budget for this procurement project is **PHP36,000.00**.

INSTRUCTIONS TO SUPPLIERS

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

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

For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, *PhilGEPS Certificate of Platinum Membership* may be submitted in lieu of the said documents.

Submission of Quotation

The aforementioned Quotation and Documentary Requirements may be submitted electronically to:

Erika Sheena C. Serrano
Account Officer, BAC Secretariat
eserrano@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 applicable taxes and other incidental expenses, including, but not limited to notarial expenses and delivery charges.

Quotation Validity Period:

Quotations shall be valid for 60 days from receipt by the BAC Secretariat.

Delivery Period/Completion Period/Contract Period:

Delivery period shall be within 30 calendar days from the date of 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)** 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 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 7 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
	<ul style="list-style-type: none"> • Scratch resistant • Battery-less pen • Accurate electronic signature • Real-time display in computer monitor • Compatible with Adobe Acrobat Reader and Adobe Sign 	4	within 30 calendar days from the date of receipt of Purchase Order.

OTHER REQUIREMENTS:

Submission of Product Brochure or unedited Product Literature

The supplier shall submit a product brochure or unedited product literature as proof of compliance with the Technical Specifications.

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.

ARNOLD G. FRANE
End-User Representative

QUOTATION FORM

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

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 _____