



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number	9071899
Procuring Entity	ANTI-MONEY LAUNDERING COUNCIL
Title	(1) Lot Supply, Delivery, Setup, Installation, Data Ingestion, Testing, and Implementation of Software for Artificial Intelligence, inclusive of one (1) year Support and Training
Area of Delivery	Metro Manila

Solicitation Number:	PR22-036	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Information Technology	Date Published	01/10/2022
Approved Budget for the Contract:	PHP 66,050,000.00	Last Updated / Time	01/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	24/10/2022 10:00 AM
Client Agency:			
Contact Person:	Ma. Charmaine Gloria BAC Secretariat (Bank Officer II) Rm 507, 5/F EDPC Bldg., BSP Complex Manila Metro Manila Philippines 1004 63-921-7121733 mgloria@amlc.gov.ph		

Description

Invitation to Bid

1. The Anti-Money Laundering Council (AMLC), through the 2022 General Appropriations Act Capital Outlay and Maintenance and Other Operating Expenses Fund intends to apply the total sum of Item A, Php 60,000,000.00 for Procurement of Software for Artificial Intelligence and Item B, Php 6,050,000.00 for Training Expenses for the users of various AI software of Purchase Request No. 22-036 being the Approved Budget for the Contract (ABC) to payments under the contract for One (1) Lot Supply, Delivery, Setup, Installation, Data Ingestion, Testing, and Implementation of Software for Artificial Intelligence, inclusive of one (1) year Support and Training. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The AMLC now invites bids for the above Procurement Project. Delivery of the Goods is required within four hundred (400) calendar days after receipt of Notice to Proceed or until 20 December 2023, whichever comes first, subject to the delivery schedule under "Section VI Schedule of Requirements" of this Bidding Documents. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of

a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from AMLC and inspect the Bidding Documents at the address given below from 8:00AM to 4:30PM Monday to Friday.

5. A complete set of Bidding Documents may be acquired by interested Bidders on appointment basis at Gate 3, Bangko Sentral ng Pilipinas Complex, Malate, Manila 1004 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PhP50,000.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to the email address indicated below.

6. The AMLC will hold a Pre-Bid Conference¹ on 10 October 2022, 10:00 AM at the AMLC Conference Room, Room 507, 5/F, EDPC Building, BSP Complex, A. Mabini Street, Malate, Manila and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.

a. Participating bidders are requested to submit their contact information and email addresses to be used for the videoconferencing to the email address indicated below at least one (1) day before the scheduled pre-bid conference.

b. An invitation shall be sent by the BAC-Secretariat to the respective e-mail address of the authorized representatives.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 24 October 2022, 10:00 AM. Late bids shall not be accepted.

a. Participating bidders are requested to submit their contact information and email addresses to be used for the videoconferencing to the email address indicated below at least one (1) day before the scheduled opening of bids.

b. Participating bidders are requested to sign over the sealed flap of the envelopes. As precautionary measure, participating bidders are strongly advised to wrap/enclose their respective bidding documents with plastic, preferably clear, to facilitate disinfection/sanitation and quick evaluation on the proper sealing and marking of bid envelopes.

c. Bidders are advised to submit their documents at least thirty (30) minutes before the scheduled deadline of submission to allow time for possible queuing due to conduct of thermal scanning, and for sanitation of the bid envelope(s) and transit of the documents to the designated bidding room.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on 24 October 2022, 10:01 AM at AMLC Conference Room, Room 507, 5/F, EDPC Building, BSP Complex, A. Mabini Street, Malate, Manila and/or through video conferencing or webcasting via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. An invitation shall be sent by the BAC-Secretariat to the respective e-mail address of the authorized representatives.

10. The AMLC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

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Bids and Awards Committee
Anti-Money Laundering Council
Room 507, 5/F, EDPC Building, BSP Complex
A. Mabini Street, Malate, Manila
Fax Number: +632 8708-7909
www.amlc.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph / www.amlc.gov.ph

Pre-bid Conference

Date	Time	Venue
10/10/2022	10:00:00 AM	AMLC Conference Room, Room 507, 5/F, EDPC Building, BSP Complex, A. Mabini

Street, Malate, Manila and/or through
videoconferencing or webcasting via Zoom

Created by Ma. Charmaine Gloria

Date Created 30/09/2022

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

BIDDING DOCUMENTS

for

**ONE (1) LOT SUPPLY, DELIVERY, SETUP,
INSTALLATION, DATA INGESTION, TESTING, AND
IMPLEMENTATION OF SOFTWARE FOR
ARTIFICIAL INTELLIGENCE, INCLUSIVE OF ONE
(1) YEAR SUPPORT AND TRAINING**

Purchase Request No. 22-036

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.



Republic of the Philippines
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2. The *AMLC* now invites bids for the above Procurement Project. Delivery of the Goods is required ***within four hundred (400) calendar days after receipt of Notice to Proceed or until 20 December 2023, whichever comes first, subject to the delivery schedule under “Section VI Schedule of Requirements” of this Bidding Documents.*** Bidders should have completed, within ***three (3) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary ***“pass/fail”*** criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *AMLC* and inspect the Bidding Documents at the address given below from ***8:00AM to 4:30PM Monday to Friday.***
5. A complete set of Bidding Documents may be acquired by interested Bidders **on appointment basis** at Gate 3, Bangko Sentral ng Pilipinas Complex, Malate, Manila 1004 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PhP50,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to the email address indicated below.

6. The *AMLC* will hold a **Pre-Bid Conference**¹ on **10 October 2022, 10:00 AM** at the ***AMLC Conference Room, Room 507, 5/F, EDPC Building, BSP Complex, A. Mabini Street, Malate, Manila*** and/or through video conferencing or webcasting via **Zoom**, which shall be open to prospective bidders.
 - a. Participating bidders are requested to submit their contact information and email addresses to be used for the videoconferencing to the email address indicated below at least one (1) day before the scheduled pre-bid conference.
 - b. An invitation shall be sent by the BAC-Secretariat to the respective e-mail address of the authorized representatives.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below on or before **24 October 2022, 10:00 AM**. **Late bids shall not be accepted.**
 - a. Participating bidders are requested to submit their contact information and email addresses to be used for the videoconferencing to the email address indicated below at least one (1) day before the scheduled opening of bids.
 - b. Participating bidders are requested to sign over the sealed flap of the envelopes. As precautionary measure, participating bidders are strongly advised to wrap/enclose their respective bidding documents with plastic, preferably clear, to facilitate disinfection/sanitation and quick evaluation on the proper sealing and marking of bid envelopes.
 - c. Bidders are advised to submit their documents at least thirty (30) minutes before the scheduled **deadline** of submission to allow time for possible queuing due to conduct of thermal scanning, and for sanitation of the bid envelope(s) and transit of the documents to the designated bidding room.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **24 October 2022, 10:01 AM** at **AMLC Conference Room, Room 507, 5/F, EDPC Building, BSP Complex, A. Mabini Street, Malate, Manila** and/or through video conferencing or webcasting via **Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

An invitation shall be sent by the BAC-Secretariat to the respective e-mail address of the authorized representatives.
10. The *AMLC* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

11. For further information, please refer to:

Froilan L. Cabarios
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30 September 2022


MA. RHEA M. SANTOS-MENDOZA
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Anti-Money Laundering Council (AMLC)*, wishes to receive Bids for ***One (1) Lot Supply, Delivery, Setup, Installation, Data Ingestion, Testing, and Implementation of Software for Artificial Intelligence, inclusive of one (1) year Support and Training***, with identification ***Purchase Request No. 22-036***.

The Procurement Project (referred to herein as “Project”) is composed of **1 Lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***2022 Capital Outlay and Maintenance and Other Operating Expenses*** in the total amount of Php66,050,000.00

2.2. The source of funding is:

NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

If a bidder intends to use resources from an affiliate which is 100% owned by the bidder, there should be a Joint-Venture Agreement.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting via Zoom as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in: **Philippine Pesos**.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid within the period specified in the **BDS**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

16. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time at its physical address as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

ITB Clause	Absence of compliance or failure to comply with any of the following requirements or instructions shall be a ground for the rejection of the bid.
1.1	<p>The procuring Entity is Anti-Money Laundering Council</p> <p>The name of the Contract is <i>One (1) Lot Supply, Delivery, Setup, Installation, Data Ingestion, Testing, and Implementation of Software for Artificial Intelligence, inclusive of one (1) year Support and Training</i></p> <p>The identification number of the Contract is <i>Purchase Request No. 22-036</i></p>
1.2	<p>The lot/item reference is/are:</p> <p>Item A, Procurement of Software for Artificial Intelligence, and</p> <p>Item B, Training Expenses for the users of various AI software</p>
2.1	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <i>2022 General Appropriations Act Capital Outlay and Maintenance and Other Operating Expenses Fund in the amount of Php 60,000,000.00 for Procurement of Software for Artificial Intelligence and Php 6,050,000.00 for Training Expenses for the users of various AI software.</i></p>
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="padding-left: 40px;">a. <i>Those in which:</i></p> <ul style="list-style-type: none"> i. An analytics system/solution had been provided whose scope is beyond automation of manual processes of the intended clients; ii. Analytics system/solution uses state-of-the-art technology and analytical methods that make inferences based on a set of data, and not just provide descriptive characteristics; iii. Employs data engineering and feature engineering principles in implementation; iv. Must have an identifiable/established analytics/data science cycle covering problem identification, assessment of current and needed resources, analysis implementation, communication of results, and maintenance; and v. Must have trained, tested, validated, and implemented at least 1 ML or AI model.

	<p>b. completed within three (3) <i>years</i> prior to the deadline for the submission and receipt of bids.</p>
7	Subcontracting is not allowed.
10.1	<ul style="list-style-type: none"> Compliance with the Technical Specifications must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. <p>Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, notarized deed of undertaking to comply with the specific requirements, etc., as appropriate.</p> <p>A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented, or is not cross-referenced to the evidence, shall render the Bid under evaluation liable for rejection.</p> <ul style="list-style-type: none"> The Omnibus Sworn Statement shall be in the prescribed form and shall be accompanied by a Secretary’s Certificate or Special Power of Attorney, as the case may be. Absence of the required Secretary’s Certificate or Special Power of Attorney shall be considered as non-compliance with the requirements and a ground for rejection of the bid. <p>Notarization of the foregoing documents shall comply with the <i>2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC)</i>, as amended by <i>Supreme Court En Banc Resolution dated 19 February 2008</i>, particularly on the requirements on acknowledgment, jurat, affirmation or oath, and competent evidence of identity. Non-compliance with any of these requirements shall be a ground for rejection of the bid.</p>
12	<p>The price of the Goods shall be quoted DDP Room 507, 5/F, EDPC Building, BSP Complex A. Mabini Street, Malate, Manila or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>The bid for the two components should not exceed the allotted budget for each component:</p> <p>Procurement of Software for Artificial Intelligence – Php 60,000,000.00 Training Expenses for the users of various AI software - Php 6,050,000.00</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php 1,321,000.00 if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 3,302,500.00 if bid security is in Surety Bond.

14.2	The Bid and bid security shall be valid within 120 days from date of submission.
15	Bidders are required to use the specific templates provided under Section IX (Bidding Forms) , if applicable. Any alteration to the format of the prescribed forms, and/or use of substitute forms shall be considered as non-compliance with the requirements and a ground for rejection of the bid.
19.2	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award. <i>1 Lot Item A) Procurement of Software for Artificial Intelligence and B) Training Expenses for the users of various AI software</i>
19.3	In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.
20	3rd Envelope - Post Qualification Documents In cases, that only Valid PhilGEPS Registration Certificate (Platinum Membership) was presented during bid submission, the following shall be required to be submitted: a. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and b. Current Year Mayor's Permit/municipal licenses; and c. Y2021 Income Tax Returns (ITR) duly filed thru Electronic Filing and Payment System (eFPS) of the BIR, as provided for under E.O. 398 or RR 3-2005 together with the Filing and Payment References. If filed manually, bidder should also submit proof of enrollment to eFPS; and d. Business Tax Returns (Value-Added Tax – Form 2550-Q) for the last quarter, per Revenue Regulations 3-2005.
21	Additional Contract Documents: Citizens or organizations of a foreign country who wish to directly participate in the bidding process must provide a valid and verifiable proof that the laws or regulations of their country grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183. <i>[For software products sourced by local entity from foreign supplier]</i> Certification from foreign software developer/owner/supplier authorizing to act as distributor / reseller / dealer of their software products in the Philippines. <i>Use of Contract Documents and Information:</i> The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern,

sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

The Supplier shall not divulge or communicate to any person or use or exploit for purpose whatsoever any confidential information which may or may have come to the Supplier's knowledge by reason of or in connection with the contract and shall prevent its employees, officers, agents and consultants from so acting.

The Supplier shall ensure that its personnel, employees and other individuals given access to the Entity's records, documents, data, or equipment shall adhere strictly to the terms of the contract.

Any document, other than this Contract itself, shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

All data or information obtained, collected or received by the Supplier, in connection with the delivery of its goods or provision of its services, shall be owned exclusively by the Procuring Entity.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

GCC Clause	In cases of conflict between the provisions of the GCC and the SCC, the SCC requirement shall always prevail.
1	Scope of Contract
	<p>1.1 Equivalency of Standards and Codes:</p> <p>Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.</p> <p>Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “<i>or at least equivalent.</i>” References to brand names cannot be used when the funding source is the GOP.</p> <p>Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.</p> <p>Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.</p> <p>1.2 Delivery and Documents:</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad,</i> “The delivery terms applicable to the Contract are DDP delivered to AMLC, Room 507, 5/F, EDPC Building, BSP Complex, A. Mabini Street, Malate, Manila. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines,</i> “The delivery terms applicable to this Contract are delivered AMLC, Room 507, 5/F, EDPC Building, BSP Complex, A. Mabini Street, Malate, Manila. Risk and title</p>

will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

For purposes of this Clause the Procuring Entity’s Representative at the Project Site are *Ms. Maria Anna Vanessa E. Yambao, Mr. Rodiguy M. Nool, and Mr. Kevynn P. Delgado.*

1.3 Incidental Services:

The Supplier is required to provide all of the following services, including additional services, if any, specified in **Section VI (Schedule of Requirements)**:

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

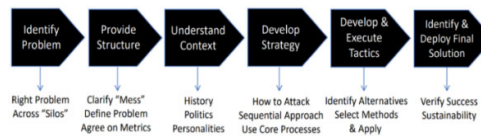
The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

1.4 Intellectual Property Rights:

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

1.5 Implementation and other Services

- 1.5.1 Thorough assessment of the capability and current state of AMLC to utilize AI and to what extent given the resources and available data for analysis; This includes assessment of resources and laying the foundation for transition to AI;
- 1.5.2 Provide a guide on an empirical approach to scaling and expanding the current resources of the AMLC;
- 1.5.3 Provide data quality recommendation for AMLC;
- 1.5.4 Identify data collection points/needs of AMLC to move forward/improve in terms of data functions;
- 1.5.5 Collect, review, and analyze all the necessary documents and information to fully substantiate all stages of AI Adoption within the duration of the project timeline;
- 1.5.6 Ensure AI Ethical standards are followed in any implementation of ML/AI;
- 1.5.7 Develop an iterative framework for the AMLC to cover transitioning, maintaining, and expanding from the current state;
- 1.5.8 Create deployment plan covering considering both Development Operations (DevOps) and Machine Learning Operations (MLOps);
- 1.5.9 Develop a framework and a standardization approach to adopting AI and other emerging technologies in an environmentally sound manner. Example:



- 1.5.10 Follow an agile framework in terms of data collection and analysis results; Organize consultation meetings to collect information and get feedback on the findings; Draft technical reports and technical specifications that highlight the environmental performance of AI;
- 1.5.11 Conduct an ELT/ETL Data Ingestion;
- 1.5.12 Provide the correct and working solutions to address the defined features and functionalities to ensure that the solution conforms to the AMLC requirements as per bidding document;
- 1.5.13 Create output files (databases, data marts, report files etc.) that can be easily copied or backed-up for disaster and business continuity purposes;
- 1.5.14 Data Coverage:

Latest 5 years' worth of CTR/STR data for analysis, model building, and other methodologies necessary to address functional requirements.

The STRs and CTRs are filed on a per-transaction basis and received daily by the AMLC.

Historical data volume is presented below:

	STRs	Growth Rate	CTRs	Growth Rate
2017	287,265		39,940,922	
2018	491,717	71%	43,114,420	8%
2019	623,201	27%	46,381,173	8%
2020	1,021,605	64%	38,200,000	-18%
2021	4,227,234	314%	42,963,080	12%
Total	6,651,022		210,599,595	

The 2021 AMLC Registration and Reporting Guidelines, Part 4 (Reporting Procedures, page 73 onwards)³ also contains information on the data elements.

Data availability is as follows:

Oracle DB: 1 day from submission to AMLC. CTR/STR reports submitted within a given day will be processed for uploading to the AMLC DB the following day.

SAS DB: Ideally, 2 days from submission to AMLC. Input to SAS is from the Oracle DB. Reports successfully uploaded to the DB within a given day are ingested by SAS the following day.

Approximately 350 GB worth of data will be available. Initial data ingestion will depend on the vendor's model.

Data Storage and Integration Processing		
Sessions related to ETL/data management (During overnight BATCH Window)	*Concurrent Sessions	*Average Input Data Volume per Session
Data volumes =< 1 GB	1	700MB
Data volumes =< 10 GB	1	6GB
*Estimated percentage of annual data growth		17%

Training data will be provided for both CTRs and STRs. Only CTR and STR data will be used to train the models. Aside from transaction data, STRs contain narratives on the basis of filing institutions' suspicion.

Although the minimum requirement is to use the existing CTRs and STRs data, the AMLC is open to the use of additional data sources. The AMLC has existing access to watchlist databases, name

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<http://www.amlc.gov.ph/images/PDFs/2021%20AMLc%20REGISTRATION%20AND%20REPORTING%20GUIDELINES.pdf>

screening databases, and an internal Foreign Exchange declarations database).

The supplier is expected to follow the lifecycle of data analytics in order to deliver the Technical Specifications under Section VII.

1.5.15 The AMLC prefers that the solution's development will be on-premise.

1.6 Documentation

The Solution/Service Provider must provide softcopy (preferably MS Word) and two (2) hardcopies (1 copy at HO, 1 copy at another Off site) of the following documents or its equivalent:

1.6.1 Project Management Plan;

1.6.2 Application System;

- a) Business Requirements Document (BRD) or Blueprint or Solution Provider's Product Technical Document;
- b) Systems Requirement Document (SRD), Systems Design Document (SDD) and Blueprint;
- c) Entity Relationship Diagram (ERD);
- d) Test Plan, Test Scripts/Procedures;
- e) Test Cases and Test Scenarios;
- f) Installation Configuration Manual;
- g) System Architecture;
- h) Business Continuity Plan (which includes files, databases, data marts and the like that needs to be replicated, recovery procedures and others); and
- i) Complete Design (physical and logical), hardware and software configuration and integration procedures.

1.6.3 End-User Manual (e.g. systems procedure, systems menus, systems screens, systems reports, systems function keys, systems error messages and handling); and

1.6.4 System Administration Manual

1.7 Development Team Composition

Resource	Role Description	Experience
Project Manager	<ul style="list-style-type: none"> • End-to-end project management, managing scope, project schedule and deliverables in accordance with the statement of work and service agreement. • Responsible for the day-to-day direction and coordination of the project team. • Acts as the liaison with the Client and monitors the progress of the project 	At least 5 years of project management experience implementing Agile and Waterfall - type of development.
Technical Lead / Project Lead	<ul style="list-style-type: none"> • Help to coordinate the day-to-day tasks of the project and communicate to the Project Manager • Leads the requirements gathering and design discussion together with the senior/lead data science • Review and validate outputs done by the developers 	At least 3 years of experience leading teams on performing day-to-day activities ensuring smooth development until project completion
Senior Data Scientist / Lead Data Scientist	<ul style="list-style-type: none"> • Coordinates with technical/project lead in ensuring the functional requirements of the Clients are met using sound data science solutions • Ensures that analytical methods, and other data processing implementations are sound and optimal to reach the intended results. 	At least 3 years of experience leading in performing day-to-day activities in relation to analytics- and data science-related activities including but not limited to model fitting, and ML/AI model development.

Data Scientist	<ul style="list-style-type: none"> • Perform data modeling for the creation of algorithms and predictions and communication of results to Client • Communication of visualization of results and insights as needed by the Client • Clean, organize, and explore existing data of the Client • Implements data sampling and/or big data processing/computing, whichever necessary in producing the intended results. 	At least 2 years of experience building and maintaining data system
Data Engineer	<ul style="list-style-type: none"> • Develop pipelines to different data formats from the existing databases • Develop, test, and optimize data architectures • Discover data acquisition or collection opportunities 	At least 2 years of experience in building and maintaining data systems that aid in the creation and maintenance of datasets that are easier to analyze and support company requirements.
Technical Consultant	<ul style="list-style-type: none"> • Responsible to assure the correct technical setup (installation and configuration) of the proposed solution. • Keep close liaison with the Project Manager, the Client, and the project team during the implementation • Perform Server and Client Workstation installation and configuration • Perform project support during project implementation and post implementation warranty. 	At least 1 years of experience in doing technical setup, installation, and configuration of proposed solution.

Note: Supported by duly signed Curriculum Vitae

1.8 Indemnification

The Solution/Service Provider shall be liable for damages caused to any AMLC property, including non-tangible property such as, but not limited to,

information or electronic data files, databases, and application software due to the fault or negligence of the Service Provider's personnel. Damages shall be repaired by the service provider at its own expense and to the satisfaction of the AMLC.

1.9 Force Majeure

Except in respect of payment liabilities, neither party shall be liable for any failure or delay in its performance under this Agreement due to reasons beyond its reasonable control, including acts of war, acts of God, earthquake, flood, riot, embargo, sabotage, government act, failure of the internet, or pandemic, provided the delayed party gives the other party prompt notice of the reasons for such cause.

1.10 Non-Disclosure Agreement

The Solution/Service Provider must not disclose any documents, materials, project manuals, software configurations and parameters used, or any other information that would compromise the AMLC. The Service Provider shall maintain any information obtained from the AMLC in strict confidentiality.

The Solution/Service Provider must agree and sign the AMLC's Confidentiality and Non-Disclosure Agreement.

1.11 Service Coverage

1.11.1 On-site and On-call Technical Support

- a) The Solution/Service Provider shall respond to service requests in the event the AI Solution becomes inoperable based on Support Service Response defined in item 1.13 below;
- b) The Solution/Service Provider shall extend consultation and technical advice when requested without additional cost; and
- c) The Solution/Service Provider must certify that it has business continuity and disaster recovery plans in case of fortuitous events such as, but not limited to, natural disasters and pandemic.

1.11.2 Subscription/License Services

- a) The Solution/Service Provider shall supply, facilitate and process all the necessary registration, logon credentials, and configuration for AMLC to download, access or enable the continuous use of Subscription/License Services; and
- b) The Solution/Service Provider shall make necessary adjustments or changes to meet the Service Subscription/License period.

1.12 Management of Software Updates and Upgrades

- 1.12.1 The Solution/Service Provider must perform installation services for all software version upgrades including security patches, fixes and other software updates as required;
- 1.12.2 The Solution/Service Provider must ensure that the software upgrade, fixes and patches to be applied are substantially in accordance with its technical documentation that describes compatibility with the third-party components by providing the necessary drivers, fixes, patches, and updates at no additional cost to AMLC;
- 1.12.3 The Solution/Service Provider must provide technical assistance for software upgrade activities;
- 1.12.4 The Solution/Service Provider shall regularly send advisories of the latest software i.e. product version or release updates, when available;
- 1.12.5 The Solution/Service Provider shall apply the necessary software or system upgrade/update using the safest, tested and stable version to keep intended application running at an optimum, efficient and vulnerable free environment. This includes performing necessary backup, installation or reinstallation services.

1.13 Service Response

Service requests and in the event the AI Solution becomes inoperative shall be responded according to the following service response:

On Demand On-site Support	Availability for on-site support as may be needed: 8 Hours x 5 Working Days
Online Support	Availability for online support as may be needed: 8 Hours x 5 Working Days
Resolution Time	Within one (1) day upon receipt of incident call*

**For simple problem/issue*

1.14 Service Report

Every performed service shall be supported by an accurate Service Report signed by end-user after completion of every service.

1.15 Quality of Service

- 1.15.1 The Solution/Service Provider warrants that the service shall be performed in a professional manner consistent with industry standards reasonably applicable to such services;

- 1.15.2 If AMLC considers that a breach of this warranty has occurred, the Solution/Service Provider shall be notified in writing stating the nature of the breach. The winning bidder shall be required to urgently correct any affected service in order to comply with the agreed service levels; and
- 1.15.3 The Solution/Service Provider shall be liable for loss, damage or injury due directly or indirectly through the fault or negligence of its personnel while in the performance of their duties or in the course of their assignment. The Solution/Service Provider shall assume full responsibility thereof and the AMLC shall be specifically released from any and all liabilities arising therefrom.

Activity Definitions:

1. **Software Installation** (incl. tools): Set-up of software in intended machine and related hardware infrastructure.
2. **Software Testing** (incl. tools): Checking by users of the out-of-the-box functionalities provided.
3. **Requirements Gathering and Scoping:** Includes assessment and initial planning by the provider, in coordination with different groups within AMLC.
4. **Data Sampling:** Includes the provisioning of necessary data for the provider, to initiate their data processing efforts.
5. **Data Pre-processing:** Includes techniques for preparing the data for analysis including but not limited to exploratory data analysis, feature extraction, etc.
6. **Development of feedback mechanism** (w/testing): Establishment of a mechanism to provide feedback from the end-users regarding the output of the system. This serves as basis for future developments analytically in the algorithms and implementations within the solution’s cycle.
7. **Model Development/Validation** (w/ testing): Statistical/ML/AI model development which are intended for the end-users and in the creation of insights as they carry out their tasks.
8. **Manuscript/Documentation Writing:** Creation of technical documents and manuals as needed by the organization.

2	Advance Payment and Terms of Payment
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2.2

Payment is on installment basis based on the percentage of completion of milestones and **after every issuance of certificate of satisfactory completion** stated below:

Period	Milestone	Acceptance Criteria	Payment Percentage
<p>Within 50 calendar days from issuance of Notice to Proceed.</p>	<ul style="list-style-type: none"> • Delivery of the Software solution, all related tools and other software; • Submission of Proof-of-Entitlement for the require software subscription; and • Successful loading of license, updating and testing of items. 	<ul style="list-style-type: none"> • Make the delivered items operational including fine tuning, optimization and integration activities preparatory to the implementation of the defined AI Functionalities; 	
<p>Within 10 calendar days from delivery of Solution, all tools, and other software preparatory to the implementation of the defined AI Functionalities.</p>	<ul style="list-style-type: none"> • First User Testing and Initial Acceptance 	<ul style="list-style-type: none"> • Issuance by the AMLC of Certificate of Satisfactory Partial Completion of items to be delivered and services to be rendered. 	<p>25% of Total AI Solution Cost less Retention Money.</p>

<p>Within 170 calendar days from issuance of Notice to Proceed.</p>	<ul style="list-style-type: none"> • Development, Implementation, & Delivery of First Functional Requirement including related Analytics Tools <p>Main Function:</p> <p>Detects and recognizes similar behaviors based on information, trends, and underlying characteristics learned by Machine Learning models from previous tactical cases, strategic studies, positive proactive cases, and historical ML/TF/PF Cases.</p> <p>Solution provider must develop machine learning model for at least five (5) high risk predicate crimes based on AMLC's assessment.</p> <p>Other Functions stated in Sec VII. Technical Specifications, Item 2.1.</p>	<ul style="list-style-type: none"> • Obtain an overall Compliant Rating using the attached User Acceptance Matrix. 		
<p>Within 10 calendar days from delivery of First Functional Requirement and related Tools.</p>	<ul style="list-style-type: none"> • Second User Testing and Initial Acceptance including prior delivery and services rendered. 	<ul style="list-style-type: none"> • Issuance by the AMLC of Certificate of Satisfactory Partial Completion of items to be delivered and services to be rendered. 	<p>25% of Total AI Solution Cost less Retention Money.</p>	
<p>Within 290 calendar days from issuance of Notice to Proceed.</p>	<ul style="list-style-type: none"> • Development, Implementation, & Delivery of Second Functional Requirement including related Analytics Tools 	<ul style="list-style-type: none"> • Obtain an overall Compliant Rating using the attached User Acceptance Matrix. 		

<p>Within 10 calendar days from delivery of Second Functional Requirement and related Tools.</p>	<p>Main Function:</p> <p>1) STR Quality Assessment (Reason/Narrative):</p> <ul style="list-style-type: none"> • Has the ability to check if themes of the Narrative field adhere to the Reason field based on rules set by AMLC. • Must be able to come up with a completeness index for the Narrative field using natural language processing, preferably based on the questions Who, What, Where, When, Why, and How. <p>2) STR Management:</p> <ul style="list-style-type: none"> • Has the ability to classify STRs according to unlawful activity and suspicious circumstance intelligently. <p>Other Functions stated in Sec VII. Technical Specifications, Item 2.2.</p> <ul style="list-style-type: none"> • Third User Testing and Initial Acceptance including prior delivery and services rendered. 	<ul style="list-style-type: none"> • Issuance by the AMLC of Satisfactory Partial Completion of items to be delivered and services to be rendered. 	<p>25% of Total AI Solution Cost less Retention Money.</p>	
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<p>Within 400 calendar days from issuance of Notice to Proceed. or before 20 December 2023, whichever comes first.</p>	<ul style="list-style-type: none"> • Integration of all Functionalities and Delivery of Remaining Analyst Tools; and • Conduct of proper training and turnover 	<ul style="list-style-type: none"> • Obtain an overall Compliant Rating using the attached User Acceptance Matrix. 	<p>25% of AI Solution Cost less Retention Money.</p>
<p>Within 10 calendar days from delivery of Integrated Functionalities and Delivery of Remaining Analyst Tools.</p>	<ul style="list-style-type: none"> • Delivery of all Documentations. • FINAL and FULL User Acceptance 	<ul style="list-style-type: none"> • Issuance by the AMLC of Certificate of Satisfactory Full Completion of items to be delivered and services to be rendered. 	
<p>1st day after issuance of the FINAL and FULL User Acceptance</p>	<ul style="list-style-type: none"> -Start of Warranty Period -Implement corrective measures, if necessary. 		

First User Testing and Acceptance Matrix

		Weight	Score
	Criteria		
1	Installed and configured all the prerequisite software, tools, and patches.	30%	
2	Verified the System Environment.	10%	
3	Configured ETL/ELT Settings.	10%	
4	Created the Installation, Download, and Metadata Repository Directories.	10%	
5	System is running properly.	30%	
6	Submitted Proof-of Entitlement for the require software subscription	10%	
	Total	100%	
		Adjectival Rating	Numerical Score
		Compliant	90-100
		Largely Compliant	85-89
		Partially Compliant	75-84
		Non-Compliant	74 and below

Second User Testing Acceptance Matrix

	Criteria	Weight	Score
	First Function - A system that conducts proactive detection of a range of events from unusual financial transaction, activity, and patterns, to actual illicit financial activity including fraud		
1	Provided a good insight that will support analysts on their ML/TF investigation. It can uncover hidden connections & networks.	10%	
2	Provided in-depth risk analysis of a particular behavior and pattern in just one view (e.g. business dashboard for monitoring suspicious activity).	10%	
3	It allowed users to perform flexible exploration/navigation that is more focused, immersive and perform relevant reporting. Example: The analyst can select features/fields that he/she wants to be included in the report for analysis. It can also provide an option which graphs and tables he/she wanted to use.	10%	
4	Has the ability to provide comparative metrics for key activities, for example: average transactions for three months, highest transactions amount etc. in a tabular or graphical representation.	20%	
5	Provided a graphical representation of the detected network by illustrating the links of the main suspicious entity to other nodes in the network.	20%	
6	Has the capability to characterize the key relationships and the flow of funds/transactions and with an interactive user interface where analysts may be able to add, remove, and edit nodes and edges.	10%	
7	Resulting modified/unmodified graphs was easily integrable to actual reports created by analysts through standard functions like saving, printing, etc.	10%	
8	Can choose from a variety of classification algorithms, including logistic regression, XGBoost, deep neural networks, and can recommend the best model appropriate for the AMLCS data.	10%	
Total		100.00%	
		Adjectival Rating	Numerical Score
		Compliant	90-100
		Largely Compliant	85-89
		Partially Compliant	75-84
		Non-Compliant	74 and below

Third User Testing and Acceptance Matrix

	Criteria	Weight	Score
	Second Function: A system that can improve the assessment of STR quality and the conduct of STR prioritization for the AMLC.		
1	Has the capability to check the consistency of the entries in the Reason and Narrative fields based on rules set by AMLC, or underlying patterns that may be detected;	12%	
2	Must be able to come up with a completeness index for the Narrative field using natural language processing, preferably based on the questions Who, What, Where, When, Why and How; Assesses the reliability of Narrative information holistically;	12%	
3	Has the capability to check technical compliance with the ARRQ requirements (e.g. mandatory fields per transaction type, including identification of default values, very short narrative length, additional reason for SIG, among others)	12%	
4	Has the capability to check automatically the accuracy and consistency of entry fields in the STR with profiling mechanism for prioritization set by the Financial Intelligence and Analysis Group;	12%	
5	Has the capability to classify the STRs accordingly, categorizing by unlawful activity or suspicious circumstance expressly written or impliedly discussed in the Reason and Narrative fields of the report, and also by High, Medium, or Low priority level;	12%	
6	It can provide report(s) or visualization based on the quality assessment and STR categorization.	20%	
7	Has the ability to navigate/explore between several types of information without rigid or complex steps.	20%	
Total		100%	
		Adjectival Rating	Numerical Score
		Compliant	90-100
		Largely Compliant	85-89
		Partially Compliant	75-84
		Non-Compliant	74 and below

Final User Testing and Acceptance Matrix

		Weight	Score
A. Usability			
1	SW and results are easily understood.		
2	SW Documentation is comprehensive, appropriate, and well-structured.		
3	SW is easily built on a supported system.		
4	SW is easily installed in a supported system.		
5	SW functions are easily understood and learned.		
6	SW augments and complements with actual operations.		
Total		15%	
B. Sustainability			
1	It is easy to understand how the project is run and the development is managed.		
2	It is easy to test correctness of source code.		
3	There is evidence of current/future developer support.		
4	It is easy to understand at the source level.		
5	It is easy to modify and contribute changes to developers,		
6	There is evidence of current/future development.		
7	It is workable with other required/related software/programming languages.		
Total		15%	
C. Performance			
1	User interfaces are able to provide appropriate utilization warnings/reminders to users.		
2	User interfaces are able to provide results and data based on agreed upon volumes considering 20 concurrent user sessions with a mixture of report viewers and analysts. (End-user)		
3	Workspaces are able to do basic analyses (descriptive statistics, data manipulations, graphing, etc.) considering 20 concurrent sessions based on agreed upon source data volumes. (End-user)		
4	Workspaces are able to do advanced analyses (correlation, regression, statistical analysis, etc.) considering 5 concurrent sessions based on agreed upon source data volumes.(Data Analyst / Scientist)		
5	Workspaces are able to do expert analyses (e.g. analytics modeling) considering 5 concurrent sessions based on agreed upon source data volumes. (Data Scientist)		
6	Solution including user interfaces and workspaces appeals to users' interests and encourages exploration in the interfaces as well as be included in day-to-day activities.		
7	Software solution implements algorithms and methodologies that are optimal relative to the amount of data processed.		
Total		15%	
D. Security			
1	The software is protected from unauthorized access to the system and its stored data.		
2	System considers different levels of authorization and authentication across different users' roles.		
Total		15%	
E. Data Integrity			
1	System ensures any information processed (tallies, totals, amounts, etc.) are accurately processed and preserve the original information as needed.		
2	Data extracted and/or exported are accurate and complete given user requirements.		
Total		15%	
F. Compatibility			
1	Provided solutions does not show overlapping/redundant functionalities.		
2	Provided tools/solutions complement each other, suggesting an optimal flow and can use tasks from one tool/solution to another.		
3	System is compatible with different browsers and does not show any issues in rendering a pre-determined/agreed upon amount of data.		
Total		10%	
G. Maintenance of the General Requirements			
1	SW support spans at least 1 year.		
2	SW has a maintenance plan with notification for administrators if any service is due.		
3	System production does not require downtime during investigation.		
4	System maintains comprehensive log at a level that can facilitate the internal investigation of errors and bugs.		
5	Regular/Routine maintenance should be strategically scheduled so as not to affect the key operations that are dependent on the system.		
Total		15%	
Grand Total		100%	
GRAND TOTAL SCORE - General Requirements			
		Adjectival Rating	Numerical Score
		Compliant	90-100
		Largely Compliant	85-89
		Partially Compliant	75-84
		Non-Compliant	74 and below

3	Performance Security
4	Inspection and Tests
	<p>The inspections and tests that will be conducted are:</p> <ul style="list-style-type: none"> <i>a. Inspections of Certificate/ Proof of Entitlement;</i> <i>b. Inspections on compliance with the requirements of the Bidding Documents, including Technical Specifications and Schedule of Requirements; and</i> <i>c. User Acceptance Tests on the complete delivery based on the defined functionalities specified in the Technical Specifications and whatever agreed upon during the project sign off.</i>
5	Warranty
5.1	<p>The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to five percent (5%) of every progress payment, or a special bank guarantee equivalent to five percent (5%) of the total Contract Price, in accordance with GPPB Resolution No. 30-2017.</p> <p>The said amounts shall only be released after the lapse of one (1) year after acceptance by the Procuring Entity of the delivered Goods.</p> <p>After the lapse of the period, the Procuring Entity shall release the retention money or special bank guarantee, <i>Provided</i>, that the goods supplied are free from patent and latent defects and all conditions imposed under the contract have been fully met.</p>
6	Liability of the Supplier

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<p>Certificate/Proof of Entitlement for Subscription/License</p> <p>Software solution, all related tools and other software; make the delivered items operational including fine tuning, optimization and integration activities preparatory to the implementation of the defined AI Functionalities.</p>	1 Lot	1 Lot	Within 50 calendar days from receipt of Notice to Proceed.
2	<p>First Functional Requirement stated in Sec. VII, Item 2.1 including related Analyst Tools stated in Sec. VII, Item 3.</p>			Within 170 calendar days from receipt of Notice to Proceed.
3	<p>Second Functional Requirement stated in Sec. VII, Item 2.2 including related Analyst Tools stated in Sec. VII, Item 3.</p>			Within 290 calendar days from receipt of Notice to Proceed.
4	<p>Integration of all Functionalities and Delivery of Remaining Analyst Tools stated in Sec. VII, Item 3 and conduct of proper training and turnover.</p>			Within 400 calendar days from receipt of Notice to Proceed or on 20 December 2023, whichever comes first.

Section VII. Technical Specifications

Item	Specification	Compliance	Reference								
1	Scope of Work										
	The Solution/Service provider shall be responsible for the Supply, Delivery, Installation, Configuration, Development, Customization, Testing, and Implementation of all the appropriate middleware, software, database management system, all associated 3rd party licenses and related services necessary to successfully implement the AI Solution and other requirements described as follows:										
	<p>Software Licenses:</p> <p>The Solution/Service Provider shall specifically supply the Main Application and AI Productivity Tools, Middleware, Interfaces or Integration Solutions, Web Server and User Interface Solutions, and other system software necessary to deliver an efficiently working and operational solution. The AMLC shall have the right to change the number of licenses upon renewal of subscription, as necessary.</p>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name of Goods or Related Services</th> <th style="text-align: center;">Unit of Measurement</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="vertical-align: top;">1. Software Solution Licenses for all environment including Database, BI/Dashboard and reporting tools</td> <td style="vertical-align: top;">No. of concurrent users</td> <td style="text-align: center; vertical-align: top;">22</td> </tr> <tr> <td style="vertical-align: top;">Or Number of Named users</td> <td style="text-align: center; vertical-align: top;">30</td> </tr> </tbody> </table>	Name of Goods or Related Services	Unit of Measurement	Quantity	1. Software Solution Licenses for all environment including Database, BI/Dashboard and reporting tools	No. of concurrent users	22	Or Number of Named users	30		
Name of Goods or Related Services	Unit of Measurement	Quantity									
1. Software Solution Licenses for all environment including Database, BI/Dashboard and reporting tools	No. of concurrent users	22									
	Or Number of Named users	30									
	1. Any other License to meet the functional requirements of AI, at no additional cost to AMLC. (e.g. Data Scientist Workspace/Tool/Software)	Number of concurrent users	As Applicable								
	2. Provide one (1) year warranty on the software performance based on the defined functional and software requirements as indicated in the project timeline.	Number of concurrent users	As Applicable								

	<p>The warranty period shall commence only upon making the Software System and its Components operational with FINAL and FULL acceptance through issuance of Inspection and Acceptance Report from the Inspection and Acceptance Committee of the AMLC.</p>			
2.	<p>The AMLC envision 3 broad user roles:</p> <ul style="list-style-type: none"> • financial analysts, who shall be the end user of software outputs; • machine learning engineers, who shall conduct model assessment and refinement; and • system administrators, who shall oversee software maintenance 			
	<p>1. A system that uses trained Machine Learning models to conduct a proactive detection of range of events from an unusual financial transactions, activities, and patterns to actual illicit financial activities.</p> <p>Main Function:</p> <p>Detects and recognizes similar behaviors based on information, trends, and underlying characteristics learned by Machine Learning models from previous tactical cases, strategic studies, positive proactive cases, and historical ML/TF/PF Cases.</p> <p>Solution provider must develop machine learning model for at least five (5) high risk predicate crimes based on AMLC’s assessment.</p> <p>The final predicate crimes will be determined after the awarding of the contract and will be chosen from the high-risk predicate crimes listed below:</p>			

UNLAWFUL ACTIVITY	PRIORITY
1. Terrorism and conspiracy to commit terrorism	High
2. Financing of terrorism	High
3. Proliferation financing	High
4. Drug offenses (violation of specific provisions of the Comprehensive Dangerous Drugs Act of 2002)	High
5. Graft and Corrupt Practices	High
6. Plunder	High
7. Bribery and Corruption of Public Officers	High
8. Malversation of Public Funds and Property	High
9. Hijacking and other violations under R.A. 6235; destructive arson and murder	High
10. Violations of the decree Codifying the Laws on Illegal/Unlawful Possession, Manufacture, Dealing In, Acquisition or Disposition of Firearms, Ammunition or Explosives	High
11. Violations of the Anti-Trafficking in Persons Act of 2003	High
12. Violation of the Anti-Photo and Video Voyeurism Act of 2009	High
13. Violation of the Anti-Child Pornography Act of 2009;	High
14. Violations of the Special Protection of Children Against Abuse, Exploitation and Discrimination Act	High
15. Kidnapping for ransom	High

Complementary Functions:

a. Provides an **alert management tool** including basic information, statistics, visualization, disposition status, and data exploration capabilities that the user can utilize in conducting exploratory data analysis, for the purpose of understanding/identifying important relationships and trends enabling a faster yet sound decision-making.

1. Upon detection (person/entity/transaction):

a. Must provide the basic information of the main subject/s involved (Name, Address, Birthday/Incorporation/Registration Date, whichever is applicable);

b. Must include the list of identified financial transactions;

c. Must provide a graphical representation of the detected network by illustrating the links of the main suspicious entity to other nodes in the network;

d. The network representation created must have the capability to characterize the key relationships and the flow of funds/transactions and with an interactive user interface where analysts may be able to add, remove, and edit nodes and edges;

e. Resulting modified/unmodified graphs must be easily integrable to actual reports created by analysts through standard functions like extraction, saving, printing, etc.; and

f. Must be capable of routing alert to assigned user; and

g. Must have alert disposition status.

	<p>2. Other information on detection must include:</p> <p>a. A categorization mechanism¹ (High, Medium, or Low) or a similarity index to show how close the detected pattern is to an actual case confirmed in the past cases or studies, whichever applicable; and</p>		
	<p>b. A matrix showing how likely the alert is related to a type of unlawful activity, or simply provide the nearest.</p>		
	<p>2. A system that uses trained Machine Learning models to assess the Suspicious Transaction Report (STR) quality and conducts STR prioritization.</p> <p>Main Functions:</p> <p>1. STR Quality Assessment (Reason/Narrative):</p> <p>a. Has the ability to check if themes of the Narrative field adhere to the Reason field based on rules set by AMLC. Otherwise, monthly report (sortable per covered person, per industry) of STRs with unmatched Narrative and Reason should be generated for appropriate action of the user group;</p>		
	<p>b. Must be able to come up with a completeness index for the Narrative field using natural language processing, preferably based on the questions of Who, What, Where, When, Why, and How. Otherwise, monthly report (sortable per covered person, per industry) of STRs with incomplete information in the Narrative field should be generated for appropriate action of the user group.</p>		
	<p>c. Must be able to learn from identified false positives in checking of: 1. Reason vs. Narrative; and 2. Completeness of information in the Narrative field for future reference of the quality assessment.</p>		
	<p>2. STR Management:</p> <p>a. Provides an STR management tool including basic information, statistics, prioritization level, and disposition status;</p>		
	<p>b. Must be able to:</p> <p>1. classify all the STRs according to unlawful activity or suspicious circumstance expressly written or impliedly discussed in the Reason and Narrative fields</p>		

¹ The supplier has the option to implement a scoring mechanism that it deems appropriate, depending on the defined

	of the report; and 2. assign priority level as High, Medium, or Low based on existing prioritization guidelines.		
	c. Priority level should also be corrected if a specific, predefined, or analytically defined keyword concerning the unlawful activity/suspicious circumstance is already indicated in the Reason and Narrative field of the STR;		
	d. Must be capable of routing a classified and prioritized STR to assigned user;		
	e. Must have an STR disposition status:		
	f. Must be able to learn from identified false positives in prioritization for future reference of the prioritization process; and		
	g. Alerting, information, prioritization, and statistics are all expected at the STR-level.		
	Complementary Function: Has the ability to search all the STRs from AMLC database, retrieve the results in the desired format, and be able to perform adhoc query.		
3.	Software Requirements		
	To be able to manage the alerts and disseminate the financial intelligence products effectively and efficiently, the system should provide the analyst intelligent tools to visualize the alerts and generate intelligence reports to be shared to LEAs and other authorized users to prevent ML/TF or other related predicate crimes. The following tools should be flexible and capable of providing options to users to drill into data and get meaningful results:		
	A. Analyst Tools: 1. Graphical User Interface (GUI) for building models and process flows. Dashboards - provide an interactive display of analysis and summary reports (descriptive, predictive, recommendation, etc). It should be flexible and capable of presenting different types of analysis and reports such as: a. Summary Statistics/KPIs of STRs/CTRs i. Per period (Weekly, Monthly, Annually); ii. Per unlawful activity/ suspicious circumstances; iii. Per covered persons; iv. Per type of transaction;		

	<ul style="list-style-type: none"> v. Per amount (Maximum, Minimum, Mean, Average, etc.) 		
	<ul style="list-style-type: none"> b. Network Graph <ul style="list-style-type: none"> i. Display results into graphs or connections, associations, relationships, flow of transactions, etc.; ii. Dynamic filtering and querying; and (per subject, time series) iii. Capable of adding, removing, or editing nodes and edges interactively. 		
	<ul style="list-style-type: none"> c. Maps <ul style="list-style-type: none"> i. Display the concentration and flow of transactions through maps; and ii. Allow adding, removing, or editing the maps interactively. 		
	<ul style="list-style-type: none"> d. Tables <ul style="list-style-type: none"> i. Provide the basic information needed (Name, Address, Birthday/Incorporation/ Registration Date, whichever is applicable; and ii. Capable of filtering Rows/columns, select specific fields, etc. 		
	<ul style="list-style-type: none"> e. Text Analytics <ul style="list-style-type: none"> i. Analyze and summarize the narratives of the STRs accordingly ; ii. View results into tables, word cloud or network graph whichever is appropriate. iii. Extract PDF file of the report; and 		
	<p>2. STR Management/Disposition</p> <ul style="list-style-type: none"> a. Serves as storage for proper monitoring, disseminations, and disposition of alerts. <ul style="list-style-type: none"> i. Routing of cases; ii. Tagging of cases; iii. Active cases and Pending cases; iv. Disposed/Closed cases; and v. Summary Statistics 		

	<p>B. Administrator/Maintenance/Development Tools:</p> <p>2. GUI for model management and model performance monitoring;</p>		
	<p>3. GUI for carrying-out data engineering functions such as data management and data sampling for easy dissemination to analysts;</p>		
	<p>4. Tool to trigger and perform housekeeping including a cleanup function for run-away processes and unused storage space for old files and data.</p>		
	<p>C. Other software capabilities:</p> <p>1. Must be easily integrable with different Data Science programming languages such as Python, R, Julia scientific programming, etc.;</p>		
	<p>2. Must have the ability to do hyperparameter tuning with UI adaptable to beginner to advanced level of knowledge in ML/AI;</p>		
	<p>3. Must perform integration with the existing monitoring system (SAS Solution) aimed at coming up with an operationally efficient complete solution.</p>		
	<p>D. All necessary software, and other components including but not limited to services not specifically mentioned but are required for compliance and to meet the objectives of the Project must be delivered or provided at no additional cost to AMLC.</p>		
	<p>E. Must operate under the following Hardware specifications:</p>		
	<p>a) Server Processors: (Must be Scalable for future need)</p> <p>1. DEV – 32Cores, 122Ghz (Min) 2. PROD– 48Cores, 150Ghz (Min)</p>		
	<p>b) RAM: (Must be Scalable for future need)</p> <p>1. DEV – 1TB (Min) 2. PROD– 1.5 TB (Min)</p>		
	<p>c) Storage:</p> <p>1. DEV – 10Tb usable storage-[SSD] (Min) 2. PROD – 15Tb usable storage [SSD] (Min)</p>		
3.	<p>Training Requirements</p>		
	<p>Conduct proper training and turnover for:</p> <ul style="list-style-type: none"> ✓ Users/Analysts ✓ Data Scientists 		

	<ul style="list-style-type: none"> ✓ Developers/Researchers ✓ Administrators ✓ Software Maintenance 		
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*[Bidders **must** state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]*

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (l) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

Section IX. Bidding Forms

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Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: **BIDS AND AWARDS COMMITTEE**

Anti-Money Laundering Council
Room 507, 5/F, EDPC Building, BSP Complex
Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Contract/Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT/AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB**

that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Executive Director	[Insert Name and Signature] [Insert Signatory's Legal Capacity]
for:	for:
Anti-Money Laundering Council	[Insert Name of Supplier]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, Philippines, personally appeared the following persons with their respective competent evidence of identity:

	Government-Issued ID/No.	Date/Place of Issue
	Community Tax Certificate No.	Date/Place of Issue
	Government-Issued ID/No.	Date/Place of Issue
	Community Tax Certificate No.	Date/Place of Issue

This instrument, referring to the CONTRACT/AGREEMENT for _____, consisting of _____ () pages, including this page where this Acknowledgment is written, was duly signed by the parties on each and every page thereof.

WITNESS MY HAND AND SEAL on _____ at _____, Philippines.

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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 Bidder] 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 Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], 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 [Name of the Procuring Entity], as shown in the attached duly notarized 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 [Name of the Procuring Entity], 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 Bidder] 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 Bidder] 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 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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* 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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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

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 Authorized Representative

Initial of Authorized 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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Bank Guarantee Form for Advance Payment

To: *Anti-Money Laundering Council*
[Project Title]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 2 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the Anti-Money Laundering Council (AMLC) a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the AMLC on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the AMLC and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until _____.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: [Insert number]**

To: *Anti-Money Laundering Council*
Room 507, 5/F, EDPC Building,
Bangko Sentral ng Pilipinas Complex,
Malate, Manila

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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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Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

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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