



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8540768
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title Request for Quotation - PR22-005: License Subscription and Maintenance Support for ArcServe Backup System
Area of Delivery Metro Manila

| | | | |
|--|---|------------------------------|---------------------|
| Solicitation Number: | PR22-005 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 1 |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: | Goods | Document Request List | 0 |
| Category: | Information Technology | Date Published | 19/03/2022 |
| Approved Budget for the Contract: | PHP 204,624.00 | Last Updated / Time | 19/03/2022 00:00 AM |
| Delivery Period: | 15 Day/s | Closing Date / Time | 23/03/2022 17:00 PM |
| Client Agency: | | | |
| Contact Person: | Art Ryan P. Negapatan (BAC): Account Officer, ADS Rm 507, 5/F EDPC Bldg., BSP Complex Manila Metro Manila Philippines 1004 63-2-87087065 anegapatan@amlc.gov.ph | | |

Description
 This project is for the procurement of License Subscription and Maintenance Support for ArcServe Back-up System of the AMLC.

Created by Art Ryan P. Negapatan
Date Created 18/03/2022

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Republic of the Philippines
Anti-Money Laundering Council

AMLC BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The AMLC will undertake a **Negotiated Procurement - Small Value Procurement** for the “**License Subscription and Maintenance Support of ArcServe Backup System (Purchase Request No. 22-005)**” in accordance with **Section 53.9** of the Implementing rules and Regulations of Republic Act No. 9184.

BRIEF DESCRIPTION

This project is for the procurement of License Subscription and Maintenance Support for ArcServe Backup System of the AMLC.

The Approved Budget for the Contract (ABC) is Php204,624.00.

TECHNICAL SPECIFICATIONS

Please see Page 3 of the attached Terms of Reference.

INSTRUCTIONS TO SUPPLIERS

Quotation:

Supplier is required to submit its Quotation using the Prescribed Form (See Page 4 of the attached Terms of Reference), together with the documentary requirements, to the Anti-Money Laundering Council (AMLC) at:

BAC Secretariat
Art Ryan P. Negapatan
Account Officer, BAC Secretariat
anegapatan@amlc.gov.ph

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

Documentary Requirements:

The following documentary requirements should be submitted at the time of the submission of the Supplier’s Quotation:

- Mayor’s/Business Permit (BIR Certificate of Registration for individual supplier)
- PhilGEPS Registration Number/Certificate
- Omnibus Sworn Statement with Secretary’s Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 5-8)

Note: Non-compliance with any of the instructions or conditions under these Bidding Document shall cause the disqualification of the supplier.



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE

License Subscription and Maintenance Support for Arcserve Back-up System
(Purchase Request No. 22-005)

BRIEF DESCRIPTION

This project is for the procurement of License Subscription and Maintenance Support for Arcserve Back-up System of the AMLC:

The Approved Budget for the Contract (ABC) is Php204,624.00

INSTRUCTIONS TO SUPPLIERS

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

Form of Quotation:

Suppliers¹ are required to submit its Quotation using the Prescribed Form (See Page 4) by the Anti-Money Laundering Council (AMLC). The Quotation and documentary requirements may be submitted electronically to:

Art Ryan P. Negapatan
Account Officer, BAC Secretariat
anegapatan@amlc.gov.ph

Copy furnished:
Froilan L. Cabarios
Head, BAC Secretariat
fcabarios@amlc.gov.ph

Documentary Requirements:

The following documentary requirements should be submitted at the time of the submission of the Supplier's Quotation:

- Mayor's/Business Permit (BIR Certificate of Registration for individual supplier)
- PhilGEPS Registration Number/Certificate
- Omnibus Sworn Statement **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative [Use AMLC Prescribed Form] (See Pages 5-8); **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 Supplier.

GENERAL CONDITIONS

Quotation Price:

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

Quotation Validity Period:

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

Delivery Period/Completion Period/Contract Period:

Delivery period is within 15 calendar days from receipt of Purchase Order.

Please see contract period in the Technical Specifications.

Liquidated Damages:

- A delay by the Supplier in the full delivery of the goods/services shall render the Supplier liable for liquidated damages, which shall deduct by the AMLC from each payment or total contract price in case of one-time payment.
- Liquidated damages shall be equal to one-tenth (1/10) of one percent (1%) of the total contract price for every day of delay.

Payment:

- Payments shall be made only upon the issuance of the **Inspection and Acceptance Report (IAR)**¹ by the Inspection and Acceptance Committee (IAC).
- No payment shall be made for supplies and materials not yet delivered or services not yet rendered.
- The Supplier's request for payment shall be made in writing, accompanied by an invoice describing, as appropriate, the goods delivered and/or services performed, and by documents submitted pursuant, and upon fulfillment of other obligations stipulated in these Terms of Reference.
- Payments shall be made promptly by the AMLC within thirty (30) days from issuance of the IAR by the IAC.
- The currency in which payment is to be made shall be in Philippine Pesos.

Warranty:

- The Supplier warrants it has, and, at all time during the term of the service, will maintain the requisite personnel, competence, skill and resources necessary to provide the required services under these Terms of Reference. The Supplier also warrant that the

¹ Certificate of Acceptance (for Consultancy Services).

services shall be performed in a workmanlike manner and in compliance with all applicable laws and regulations. The Supplier further warrants the availability of service, service parts and maintenance services, including repair services and preventative maintenance, during the term of the service. Additionally, the Supplier warrants that the services rendered is fit for the use for which it was intended.

- The AMLC shall promptly notify the Supplier in writing of any claims arising under the warranty. Upon receipt of such notice, the Supplier shall, within 7 days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC.

TECHNICAL SPECIFICATIONS:

| Item | Specification | Quantity | Subscription Coverage |
|------|--|----------|---|
| 1. | 1 Year License Subscription and Maintenance Support of Arcserve Backup System with the Product Number: MUPR0600MRWSKFE12C Quantity: 3 units | 1 Lot | Contract period shall commence within 15 calendar days from the date of receipt of Purchase Order with one year coverage. |
| 2. | The supplier shall provide 8x5 helpdesk support and 24x7 technical support. | | |
| 3. | The supplier shall provide software updates during the subscription coverage. | | |

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

- The supplier shall submit the Certificate / Proof of Entitlement, deliver, and implement the license within 15 calendar days from the date of receipt of Purchase Order for 1 Year - License Subscription and Maintenance Support of Arcserve Backup System
- The supplier shall comply with the COVID-19 protocols, including swab test, if required, by the Bangko Sentral ng Pilipinas to gain entry in the AMLC premises and shall be coordinated with ITSS three (3) days before the intended service.

Supplementary Application of the Civil Code and the Procurement Law:

In the absence of express provision in these Terms of Reference, the mandatory provisions of the New Civil Code and the Government Procurement Reform Act shall have supplementary application in the contract between the AMLC and the winning Supplier.

The Purchase Order, together with the Purchase Request, these Terms of Reference, Supplier’s Quotation, and Notice of Award, shall constitute the Agreement between the AMLC and the winning Supplier to which the contract will be awarded.

ALBERT N. PINEDA
Bank Officer V
ETMG-ITSS

QUOTATION FORM

Date: _____
RFQ No.: _____

To: **BIDS AND AWARDS COMMITTEE**
Anti-Money Laundering Council
Room 507, 5/F, EDPC Building, BSP Complex
Malate, Manila

Gentlemen:

Having examined the Request for Quotation, including the attached Terms of Reference (TOR), the receipt of which is hereby duly acknowledged, the undersigned, on behalf of the Supplier, offers to the following Quotation:

| Item/Brand/Model | Units | Technical Specifications | Quotation Price |
|------------------|-------|--------------------------|-----------------|
| | | | |

We agree to abide by this Quotation for the Quotation Validity Period specified in TOR and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase Order is received by the Supplier, this Quotation, together with your Notice of Award, shall be binding upon us.

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

The Supplier certifies/confirms that it agrees and complies with the requirements and conditions under the Terms of Reference.

Dated this ____ day of _____ 2022.

[signature over printed name]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

OMNIBUS SWORN STATEMENT (REVISED)

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.

Bidder's Representative/Authorized
Signatory

SUBSCRIBED AND SWORN to before me on _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with No. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal on _____.

NOTARY PUBLIC

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Series of 2022

Secretary's Certificate

I, _____, of legal age, [single/married], Filipino and with address at after having being sworn in accordance with law, do hereby CERTIFY that:

1. I am the incumbent and duly designated Corporate Secretary of [*business/company name*], organized and existing in accordance with law, with principal office address at [*business/company address*];
2. As Corporate Secretary, I am the custodian of the corporate books and records, including the Minutes of Meetings and Resolutions of the Board of Directors;
3. The Board of Directors issued Board Resolution No. _____ dated _____, authorizing **Mr./Ms. [*name of representative*]**, whose signature and initial appears below, to have full power and authority **to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [*Name of the Project*] of the Anti-Money Laundering Council;**

Signature of Representative

Initial of Representative

4. That the above-cited authorization has not been amended, modified and/or superseded and is therefore still in full force and effect;
5. This certification is being issued to attest to the truth of the foregoing.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/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 _____.

NOTARY PUBLIC

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PURCHASE ORDER

| | | | | | |
|--|-------------|-----------------------|--|---|------------------------|
| Procuring Entity:  ANTI-MONEY LAUNDERING COUNCIL (AMLC) | | | | | |
| Supplier: | | | P.O. No.: | | |
| Supplier's Address: | | | P.O. Date: | | |
| Tax Identification Number (TIN): | | | Mode of Procurement: Small Value Procurement | | |
| Gentlemen: Please deliver this Office the articles subject of this Purchase Order. This Purchase Order, together with the Purchase Request, Terms of Reference, Supplier's Quotation, and Notice of Award, shall constitute the Contract between the AMLC and the Supplier. | | | | | |
| Place of Delivery: Anti-Money Laundering Council Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila, Philippines Contact Person: _____ Contact No.: _____ | | | Delivery Date: | | |
| Delivery Term: | | | Payment Term: Within 30 days from issuance of the Inspection and Acceptance Report | | |
| Stock No. | Unit | Description | Quantity | Unit Cost (in PHP) | Amount (in PHP) |
| | | | | | |
| Total Amount* in Words: _____ | | | Only | (*inclusive of 12% VAT and other incidental expenses) | |
| Liquidated Damages: In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the total contract price for every day of delay shall be imposed. | | | | | |
| Order Approved: MEL GEORGIE B. RACELA Executive Director | | | Date: | | |
| Supplier's Conforme: [Signature over Printed Name of Supplier's Representative] | | | Date: | | |
| Fund Cluster : | | | | | |
| ORS/BURS No.: | | ORS/BURS Date: | | Amount: PHP | |
| Certified by: MA. LIZA RACHELLE C. CRUZ Manager, Financial Services Division | | | Date: | | |