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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8926147
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title Photocopier
Area of Delivery Metro Manila

Solicitation Number:	PR22-042	Status	Closed
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	24
Category:	Office Equipment	Date Published	16/08/2022
Approved Budget for the Contract:	PHP 500,000.00	Last Updated / Time	16/08/2022 00:00 AM
Delivery Period:		Closing Date / Time	23/08/2022 14:00 PM
Client Agency:			
Contact Person:	Arlene Pineda BAC Secretariat (Bank Officer V) Rm 507, 5/F EDPC Bldg., BSP Complex Manila Metro Manila Philippines 1004 63-91-73204535 ajpineda@amlc.gov.ph		
Description			
one (1) photocopy machine			

Created by Arlene Pineda
Date Created 15/08/2022

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE
Photocopy Machine
(Purchase Request No. 22-042)

BRIEF DESCRIPTION

Procurement of one (1) photocopy machine by the AMLC for use by the Department of Justice (DOJ) on matters related to the investigation and prosecution of money laundering (ML) and terrorism financing (TF) cases.

The Approved Budget for the Contract (ABC) is Five Hundred Thousand Pesos (PHP500,000.00)

INSTRUCTIONS TO SUPPLIERS

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

Form of Quotation:

Suppliers are required to submit its Quotation using the Prescribed Form (See Page 6) by the Anti-Money Laundering Council (AMLC).

Documentary Requirements:

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

- Mayor's/Business Permit (BIR Certificate of Registration for individual supplier)
- PhilGEPS Registration Number/Certificate
- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 7-10)

Submission of Quotation and documentary requirements:

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

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

Copy furnished:

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

GENERAL CONDITIONS

Quotation Price:

Supplier's quotation shall be inclusive of all costs and applicable taxes and other incidental expenses, including, but not limited to notarial expenses.

Quotation Validity Period:

Quotations shall be valid for 30 days from receipt by the BAC Secretariat.

Delivery and Installation Period:

Must be delivered within 30 calendar days from the date of receipt of Purchase Order.

Place of delivery, installation and product demonstration:

Department of Justice, Padre Faura St.,
Ermita, Manila

Liquidated Damages:

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

Payment:

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

Warranty:

- The Supplier warrants that the goods supplied are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials. The Supplier also warrants that all goods supplied shall have no patent or latent defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination. The Supplier further warrants that the goods supplied is fit for the use for which it was intended.
- The AMLC shall promptly notify the Supplier in writing of any claims arising under the warranty. Upon receipt of such notice, the Supplier shall, within seven (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	Units	Delivery Schedule
	<ol style="list-style-type: none">1. Digital color copier with network printing, color scanning2. With scan extension kit for optical character recognition (OCR)3. Copy and print speed of 25 copies per minute, A4, on monochrome and color4. With 270 sheets single pass dual scan document processor/document feeder5. Maintenance kit (drum unit is up to 200,000 copies per piece and developing unit is up to 600,000 copies per piece) to minimize downtime on parts replacement6. Compatible with Windows, Macintosh, Linux, Unix (Print and Scan)7. Supplier with Manufacturer's Authorization (Consulate Authenticated) and Supplier with Manufacturer trained personnel and guarantee availability of consumables and spare parts (notarized certificate)8. Scan resolution of 600 x 600 dpi9. Paper size: A6R up to A3, print size is from A6R up to SRA3 plus banner size10. Low power consumption copying/printing 510W on color and	1 lot	Within 30 calendar days from the date of receipt of Purchase Order

	monochrome to save cost on operation 11. Warm-up time 18 seconds or less 12. Original size and copy size is from A6R up to A3, print size is from A6R up to SRA3 plus banner size 13. Memory capacity is 4GB RAM, 32GB SSD, upgradeable with 320GB Hard disk drive 14. Maximum duty cycle of 100,000 pages per month 15. Input paper capacity of 2 x 500 sheets universal paper cassette and 150 sheets multi-purpose tray 16. Parts warranty is two (2) years or 600,000 copies/scans/prints whichever comes first 17. Lifetime free service		
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OTHER REQUIREMENTS/CONDITIONS (IF ANY):

1. *The Supplier and its team must secure and exhibit negative COVID-19 swab/RT-PCR test undertaken not later than two (2) weeks at the time of delivery/installation.*
2. *The Supplier must submit product brochure no later than the date of installation with product demonstration.*

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.



Digitally signed by
 Jimenez Joel Santos
 Date: 2022.07.26
 14:31:18 +08'00'

JOEL S. JIMENEZ
 End-User Representative

QUOTATION FORM

Date: _____

RFQ No.: _____

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

Gentlemen:

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

Item/Brand/Model	Units	Technical Specifications	Quotation Price

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

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

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

The Supplier certifies/confirms that it agrees and complies with the technical specification, 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)
[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

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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 _____.

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