



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8880784  
**Procuring Entity** ANTI-MONEY LAUNDERING COUNCIL  
**Title** KN95 Face Masks  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	22-050	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Hospital / Medical Equipment		
<b>Approved Budget for the Contract:</b>	PHP 448,950.00	<b>Document Request List</b>	15
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	30/07/2022
<b>Contact Person:</b>	Jessica Trish D. Bebita Account Officer, BAC Secretariat Rm 507, 5/F EDPC Bldg., BSP Complex Malate, Manila Metro Manila Philippines 1004 63-02-53063083  jdypiangco@amlc.gov.ph	<b>Last Updated / Time</b>	30/07/2022 00:00 AM
		<b>Closing Date / Time</b>	05/08/2022 12:00 PM
<b>Description</b>			
Procurement of KN95 Face Masks			

**Created by** Jessica Trish D. Bebita  
**Date Created** 29/07/2022

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

**TERMS OF REFERENCE**  
Purchase of KN95 Face Masks  
(Purchase Request No. 22-050)

**BRIEF DESCRIPTION**

Procurement of KN95 face masks for distribution to all AMLC Secretariat personnel for supplemental supplies against COVID-19 virus.

The estimated cost of procurement is Four Hundred Forty-Eight Thousand Nine Hundred and Fifty Pesos (Php448,950.00).

**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:*

Suppliers are required to submit its Quotation using the Prescribed Form (See Page 4) by the Anti-Money Laundering Council (AMLC).

*Documentary Requirements:*

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

- Mayor's/Business Permit (BIR Certificate of Registration for individual supplier)
- PhilGEPS Registration Number/Certificate

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

*Jessica Trish D. Bebita*  
Account Officer, BAC Secretariat  
[jdypiangco@amlc.gov.ph](mailto:jdypiangco@amlc.gov.ph)

Copy furnished:

*Froilan L. Cabarios*  
Head, BAC Secretariat  
[fcabarios@amlc.gov.ph](mailto:fcabarios@amlc.gov.ph)

## GENERAL CONDITIONS

### *Quotation Price:*

Supplier's quotation shall be inclusive of applicable tax, cost and other incidental expenses, including, but not limited to notarial expenses and delivery charge.

### *Quotation Validity Period:*

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

### *Delivery Period/Completion Period/Contract Period:*

Delivery period shall be within thirty (30) calendar days upon receipt of signed Purchase Order (PO).

### *Liquidated Damages:*

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

### *Payment:*

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

### *Warranty:*

- The Supplier warrants that the goods supplied are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials. The Supplier also warrants that all goods supplied shall

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<sup>1</sup> Certificate of Acceptance (for Consultancy Services).

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 15 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
1	<ul style="list-style-type: none"> <li>• 5-ply non-woven fabric</li> <li>• With wired nose piece</li> <li>• Nylon or spandex ear loops</li> <li>• Color: white</li> <li>• FDA approved</li> <li>• 50pcs per box, may be individually wrapped</li> </ul>	615 boxes (50pcs/box)	Within 30 calendar days upon receipt of signed PO

**OTHER REQUIREMENTS/CONDITIONS (IF ANY):**

*Supplementary Application of the Civil Code and the Procurement Law:*

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

**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.**

  
**AILEEN P. SAMSON**  
 End-User Representative

## QUOTATION FORM

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Date: \_\_\_\_\_

RFQ No.: \_\_\_\_\_

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

Gentlemen:

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

Item/Brand/Model	Units	Technical Specifications	Quotation Price

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

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

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

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


Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

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

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

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

**PURCHASE ORDER**

<b>Procuring Entity:</b>  ANTI-MONEY LAUNDERING COUNCIL (AMLC)					
<b>Supplier:</b>			<b>P.O. No.:</b>		
<b>Supplier's Address:</b>			<b>P.O. Date:</b>		
<b>Tax Identification Number (TIN):</b>			<b>Mode of Procurement:</b> Small Value Procurement		
<b>Gentlemen:</b>  Please deliver this Office the articles subject of this Purchase Order. This Purchase Order, together with the Purchase Request, Terms of Reference, Supplier's Quotation, and Notice of Award, shall constitute the Contract between the AMLC and the Supplier.					
<b>Place of Delivery:</b>			<b>Delivery Date:</b>		
<b>Anti-Money Laundering Council</b> Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila, Philippines  Contact Person: Aurey Dorcas Gayle C. Eborde Contact No.: (02) 5306 - 2387			WITHIN THIRTY (30) CALENDAR DAYS UPON RECEIPT OF SIGNED PO		
<b>Delivery Term:</b>			<b>Payment Term:</b>		
Complete delivery within 30 days upon receipt of PO			Within 30 days from issuance of the Inspection and Acceptance Report		
<b>Stock No.</b>	<b>Unit</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost (in PHP)</b>	<b>Amount (in PHP)</b>
	boxes	KN95 Masks	615 boxes (50s)		
Total Amount* in Words: _____			<b>Only</b>	(*inclusive of 12% VAT and other incidental expenses)	
<b>Liquidated Damages:</b> In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the total contract price for every day of delay shall be imposed.					
<b>Order Approved:</b>			<b>Date:</b>		
<b>MEL GEORGIE B. RACELA</b> Executive Director					
<b>Supplier's Conforme:</b>			<b>Date:</b>		
<i>[Signature over Printed Name of Supplier's Representative]</i>					
<b>Fund Cluster :</b>					
<b>ORS/BURS No.:</b>		<b>ORS/BURS Date:</b>		<b>Amount: PHP</b>	
<b>Certified by:</b>			<b>Date:</b>		
<b>MA. LIZA RACHELLE C. CRUZ</b> Manager, Financial Services Division					