



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9020910  
**Procuring Entity** ANTI-MONEY LAUNDERING COUNCIL  
**Title** Purchase Request No. 22-071  
**Area of Delivery** Metro Manila

|                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                  |                              |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| <b>Solicitation Number:</b>                                                                                                                                                                                                                                                                                                                                                                    | PRN22-071                                                                                                                                                                                        | <b>Status</b>                | <b>Active</b>       |
| <b>Trade Agreement:</b>                                                                                                                                                                                                                                                                                                                                                                        | Implementing Rules and Regulations                                                                                                                                                               | <b>Associated Components</b> | 1                   |
| <b>Procurement Mode:</b>                                                                                                                                                                                                                                                                                                                                                                       | Negotiated Procurement - Small Value Procurement (Sec. 53.9)                                                                                                                                     | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                         | Goods - General Support Services                                                                                                                                                                 | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                                                                                                                                                                                                                                                                                                                                                                               | Vehicle Repair and Maintenance                                                                                                                                                                   | <b>Date Published</b>        | 20/09/2022          |
| <b>Approved Budget for the Contract:</b>                                                                                                                                                                                                                                                                                                                                                       | PHP 8,800.00                                                                                                                                                                                     | <b>Last Updated / Time</b>   | 20/09/2022 00:00 AM |
| <b>Delivery Period:</b>                                                                                                                                                                                                                                                                                                                                                                        | 30 Day/s                                                                                                                                                                                         | <b>Closing Date / Time</b>   | 26/09/2022 17:00 PM |
| <b>Client Agency:</b>                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                  |                              |                     |
| <b>Contact Person:</b>                                                                                                                                                                                                                                                                                                                                                                         | Cheryllyn C. Bato<br>Account Officer, BAC Secretariat<br>Rm 507, 5/F EDPC Bldg., BSP Complex<br>Malate, Manila<br>Metro Manila<br>Philippines 1004<br>63-63-09178718488<br><br>cbato@amlc.gov.ph |                              |                     |
| <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                  |                              |                     |
| <p>Auto Interior detailing of two (2) AMLC Service Vehicles_Toyota Innova and Toyota Avanza<br/>           Deep cleaning and steam with Shampoo of car seats, carpet, matting, ceiling, sides, door panel, dashboard, trunk and AC vents</p> <p>To submit Mayor's/Business Permit and PhilGEPS Registration Number/ certificate</p> <p>Delivery is 30 days after receipt of Purchase Order</p> |                                                                                                                                                                                                  |                              |                     |

**Created by** Cheryllyn C. Bato

**Date Created** 15/09/2022

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

**TERMS OF REFERENCE**

Auto Interior Detailing of Toyota Avanza and Toyota Innova  
(Purchase Request No. 22-071)

**BRIEF DESCRIPTION**

Procurement of Auto Interior Detailing of AMLC service vehicles Toyota Avanza and Toyota Innova will restore the cleanliness through deep cleaning of the interior parts of the vehicles to avoid health risks to its passengers. The RASD provides daily transport services to AMLC personnel for official trips to various destinations, thus, detailing will minimize health risk to passengers. Moreover, it will help extend the lifespan and resale value of the service vehicles.

The Approved Budget for the Contract (ABC) is PESOS: EIGHT THOUSAND EIGHT HUNDRED ONLY (PHP8,800.00).

**INSTRUCTIONS TO SUPPLIERS**

*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

**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 Period/Completion Period/Contract Period:*

Delivery period shall be 30 days after receipt of Purchase Order.

*Liquidated Damages:*

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

*Payment:*

- Payments shall be made only upon the issuance of the **Inspection and Acceptance Report (IAR)** by the 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 to, 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 5 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    | Auto Interior Detailing of Toyota Avanza and Toyota Innova <ul style="list-style-type: none"><li>• Deep cleaning and steam with shampoo of car seats, carpet, matting, ceiling, sides, door panels, dashboard, trunk, and AC vents.</li></ul> | 2     | 30 days after receipt of Purchase Order |

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

*Requirement for submission of samples or product brochures/conduct of product demonstration (for evaluation purposes):*

Not Applicable

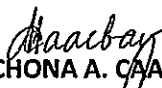
*Submittals during implementation stage:*

Submit Delivery Receipt and Sales Invoice upon delivery of the goods.

*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.**

  
**MA. CHONA A. CAABAY**  
Acting Manager

Records and Auxiliary Services Division  
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 \_\_\_\_\_ 2022.

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

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

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

**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:<br>Small Value Procurement |                                                                                       |                    |
| Gentlemen:<br><br>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:<br><br>Anti-Money Laundering Council<br>Rm. 507, 5/F EDPC Building<br>Bangko Sentral ng Pilipinas Complex<br>A. Mabini Street<br>Malate 1004, Manila, Philippines<br><br>Contact Person: _____<br>Contact No.: _____                                            |      |                |                                                 | Delivery Date:                                                                        |                    |
| Delivery Term:                                                                                                                                                                                                                                                                     |      |                |                                                 | Payment Term:<br>Within 30 days from issuance of the Inspection and Acceptance Report |                    |
| Stock No.                                                                                                                                                                                                                                                                          | Unit | Description    | Quantity                                        | Unit Cost<br>(in PHP)                                                                 | Amount<br>(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:<br><br><p align="center"><b>MATTHEW M. DAVID</b><br/>Executive Director</p>                                                                                                                                                                                        |      |                |                                                 | Date:                                                                                 |                    |
| Supplier's Conforme:<br><br>[Signature over Printed Name of Supplier's Representative]                                                                                                                                                                                             |      |                |                                                 | Date:                                                                                 |                    |
| Fund Cluster :                                                                                                                                                                                                                                                                     |      |                |                                                 |                                                                                       |                    |
| ORS/BURS No.:                                                                                                                                                                                                                                                                      |      | ORS/BURS Date: |                                                 | Amount: PHP                                                                           |                    |
| Certified by:<br><br><p align="center"><b>MA. LIZA RACHELLE C. CRUZ</b><br/>Manager, Financial Services Division</p>                                                                                                                                                               |      |                |                                                 | Date:                                                                                 |                    |