



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10190895
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title Purchase of 400 pcs. Canvas Tote Bag
Area of Delivery Metro Manila

Solicitation Number: 23-068	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	1
Category: Office Supplies and Devices	Date Published	05/10/2023
Approved Budget for the Contract: PHP 60,000.00	Last Updated / Time	05/10/2023 00:00 AM
Delivery Period: 30 Day/s	Closing Date / Time	12/10/2023 17:00 PM
Client Agency:		
Contact Person: Kirsten Aguila BAC Secretariat Rm 507, 5/F EDPC Bldg., BSP Complex Manila Metro Manila Philippines 1004 63-91-67653159 ksaguila@amlc.gov.ph		
Description		
See attached Terms of Reference (TOR)		

Created by Kirsten Aguila
Date Created 04/10/2023

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

REQUEST FOR QUOTATION

Date: 03 October 2023
RFQ No.: 23-68-1

Gentlemen:

The **Anti-Money Laundering Council (AMLC)**, through its Bids and Awards Committee (BAC), intends to procure the 400 pcs. Canvas Tote bag through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions and complete submission of documentary requirements provided under the attached Terms of Reference.

Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline 12 October 2023 at 5:00pm**.

For any clarification, you may contact us at telephone number (02) _____ or email _____.

(Sgd) Kirsten Aguila
Account Officer

TERMS OF REFERENCE

Purchase of 400 pcs. Canvas Tote Bag
(Purchase Request No. 23-068)

BRIEF DESCRIPTION

Procurement of 400 pcs. Canvas Tote Bag to be given to newly hired employees as part of the AMLC welcome kit. Said canvas tote bag may also be given to internal and external stakeholders and for other AMLC-related activities and purposes.

The Approved Budget for the Contract (ABC) is Sixty-Thousand Pesos Only Php60,000.00, inclusive of all costs, charges, and applicable taxes.

INSTRUCTIONS TO SUPPLIERS

Form of Quotation:

Suppliers¹ are required to submit its Quotation using the Prescribed Form (See Page 5) 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 (for ABCs above PHP50,000.00) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative [Use AMLC Prescribed Form] (See Pages ____); **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.

Submission of Quotation:

Quotations may be submitted through electronic mail to:

Name Kirsten Aguila
Account Officer
Email kaguila@amlc.gov.ph

Copy furnished:

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

GENERAL CONDITIONS

Quotation Price:

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

¹ Or Service Providers (for procurement of services).

Quotation Validity Period:

Quotations shall be valid for 120 days from receipt by the BAC Secretariat.

Delivery Period/Completion Period/Contract Period:

Delivery Period shall be within thirty (30) working 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)²** 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 30 days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC. If the Supplier, having been notified, fails to remedy the defects within the period specified in the contract, the AMLC may proceed to call upon the warranty security, without prejudice to any other rights which it may have against the Supplier under these Terms of Reference and under the applicable law.

² Certificate of Acceptance (for Consultancy Services).

TECHNICAL SPECIFICATIONS:

Item	Specification	Units	Delivery Schedule
1	<p>Canvas Tote Bag</p> <ul style="list-style-type: none">• Size: 16 inches height X 14 inches width• Texture Type: Canvas 606• Printing Method: Sublimation• Font: BlairMdITC TT, medium <p>Design:</p> 	Four Hundred (400) pcs.	Within 30 working days from receipt of signed PO

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

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

- Product brochure or layout with measurements

Suppletory 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 suppletory 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. YUNAYZAH R. GRANADOS

End-User Representative

QUOTATION FORM


Date: _____

RFQ No.: 23-68-1

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 the following Quotation:

Procurement of Canvas Tote Bag			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
400 pcs. Canvas Tote Bag			
<ul style="list-style-type: none"> Size: 16 inches height X 14 inches width 			
<ul style="list-style-type: none"> Texture Type: Canvas 606 			
<ul style="list-style-type: none"> Printing Method: Sublimation 			
<ul style="list-style-type: none"> Font: BlairMdITC TT, medium 			
<ul style="list-style-type: none"> Design: <div style="text-align: center; margin: 10px 0;">  </div> 			
<ul style="list-style-type: none"> Submission of brochure or layout with measurement 			
<ul style="list-style-type: none"> To be delivered within 30 days from receipt of PO 			

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Procurement of Canvas Tote Bag	
Approved Budget for the Contract: Sixty Thousand Pesos Only (PHP60,000.00), inclusive of all costs, charges and applicable taxes.	
TOTAL OFFERED QUOTATION	
In Words:	

In Figures:	
_____ PHP0.00 _____	

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 _____ 2023.

Signature over Printed Name

Position/Designation

Name of Entity

Office Telephone/Fax/Mobile Nos.

Email address/es

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 _____.

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