



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE

Publication of Notice of AMLC Resolution No. TF-_____, Series of 2023
Purchase Request No. _____

BRIEF DESCRIPTION

Media services, i.e., publication in a newspaper of general circulation, for Publication of Notice of AMLC Resolution No. TF-_____, Series of 2023 on the Designation of Individuals Affiliated with the Communist Party of the Philippines – New People’s Army (CPP-NPA) previously designated as Terrorist Organizations, Associations, or Groups of Persons as Terrorists.

The approved budget for the contract (ABC) is PhP 9,000.00.

INSTRUCTIONS TO SUPPLIERS

Form of quotation

Suppliers are required to submit its quotation, using the prescribed form (see page 4) by the AMLC.

Documentary requirements

The following documentary requirements shall be submitted at the time of the submission of the supplier/service provider’s quotation (or in cases of difficulties in the production of the documents, before the issuance of the notice of award; provided, that the AMLC is informed at the time of the submission of the quotation):

- Mayor’s/business permit (Bureau of Internal Revenue Certificate of Registration for individual suppliers)
- PhilGEPS registration number/certificate

A valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of the foregoing documents.

Quotations may be submitted through electronic mail to:

Ma. Cielito Carmela Gabrielle G. Mateo
Account officer, BAC Secretariat
mgmateo@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 the 12% value-added tax 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 Bids and Awards Committee Secretariat.

Delivery period/completion period/contract period

Notice of AMLC Resolution No. TF-____, Series of 2023 shall be published by the supplier/service provider within seven (7) days from receipt of the purchase order, or as communicated by the AMLC.

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 the 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 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 30 days from issuance of the IAR by the IAC.
- The currency in which payment is to be made shall be in Philippine Pesos.

TECHNICAL SPECIFICATIONS

Item	Specification	Units
1	Box ad size: 3 cols. X 52 cms	1 lot
2	The administrative issuance shall be preferably published	

Item	Specification	Units
	in the Business Section of the newspaper	
3	Must indicate, at the top of/prior to the administrative issuance, the following: "Anti-Money Laundering Council (AMLC) Advisory: Notice of AMLC Resolution No. TF-__, Series of 2023" Also available at amlc.gov.ph	1 lot
4	With publishing days from Monday to Sunday	

OTHER REQUIREMENTS/CONDITIONS

Submission of complimentary copies

The supplier/service provider shall provide five (5) complimentary copies of the newspaper, where Notice of AMLC Resolution No. TF-__, Series of 2023 was published.

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; 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.


EMMETT RODION O. MANANTAN
 Director
 Investigation and Enforcement Department
 (End-user Representative)