



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

REQUEST FOR QUOTATION

Date: 19 July 2023

RFQ No.: 23-056

Gentlemen:

The **Anti-Money Laundering Council (AMLC)**, through its Bids and Awards Committee (BAC), intends to procure one (1) unit of 3 - step stepladder 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 on 26 July 2023 at 4:00PM.**

For any clarification, you may contact us at telephone number (02) 8708-7909 or email ajpineda@amlc.gov.ph .

Original signed
Arlene J. Pineda
Account Officer

TERMS OF REFERENCE
Step Ladder
(Purchase Request No. 23-056)

BRIEF DESCRIPTION

Procurement of one (1) unit of 3-step stepladder to be used in arranging and storing of boxes of documents received by the Records and Auxiliary Services Division (RASD) in the open steel shelves for safekeeping inside the 5th and 6th floor vaults. This ladder will avoid the risk of injury from falls and any hazards that RASD may encounter while working inside the vaults.

The Approved Budget for the Contract (ABC) is PESOS: SIX THOUSAND NINE HUNDRED ONLY (PHP6,900.00).

INSTRUCTIONS TO SUPPLIERS

Form of Quotation:

Suppliers¹ are required to submit its Quotation using the Prescribed Form (See Page 7) 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

Submission of Quotation:

Quotations may be submitted through electronic mail to:

Arlene J. Pineda
Account Officer
ajpineda@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 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)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.

² Certificate of Acceptance (for Consultancy Services).

TECHNICAL SPECIFICATIONS:

Item	Specification	Unit	Delivery Schedule
1	3-step Stepladder <ul style="list-style-type: none">• Foldable• Light weight• Aluminum• Both sides assembled with steps• With Top Cap, Spreader, Fixed Spreader Lock and Anti-slip rubber attached to the feet.	1	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.

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. CHONA A. CAACBAY
Manager

Records and Auxiliary Services Division
End-User Representative

QUOTATION FORM

Date: _____

RFQ No.: 23-56

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:

3-step Stepladder			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
1 unit			
3-step			
Foldable			
Light Weight			
Aluminum			
Both sides assembled with steps			
With Top Cap, Spreader, Fixed Spreader Lock and Anti-slip rubber attached to the feet.			

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.

3-step Stepladder		
Approved Budget for the Contract: SIX THOUSAND NINE HUNDRED ONLY (PHP6,900.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
1 unit		In Words:

		In Figures:

or

Approved Budget for the Contract
TOTAL OFFERED QUOTATION (A x B)
In Words:

In Figures:
_____ PHP0.00 _____

If our Quotation is accepted, the Supplier undertakes to provide a *performance security* in the form, amounts, and within the times specified in the TOR.

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

Office Telephone/Fax/Mobile Nos.

Email address/es

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