



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9973716
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title Purchase Request No. 23-059
Area of Delivery Metro Manila

Solicitation Number: PR23-059	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods	Bid Supplements	0
Category: Printing Services		
Approved Budget for the Contract: PHP 13,500.00	Document Request List	6
Delivery Period: 15 Day/s		
Client Agency:		
Contact Person: Cheryllyn C. Bato Account Officer, BAC Secretariat Rm 507, 5/F EDPC Bldg., BSP Complex Malate, Manila Metro Manila Philippines 1004 63-63-09178718488 cbato@amlc.gov.ph	Date Published	25/07/2023
	Last Updated / Time	25/07/2023 00:00 AM
	Closing Date / Time	31/07/2023 17:00 PM

Description

Procurement of GAD-Related Printing Services and Publication (Employee Guide to Information Security Brochure)

Other Information

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

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

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

Quotation can be submitted via electronic mail to the account officer

Created by Cheryllyn C. Bato
Date Created 24/07/2023

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

REQUEST FOR QUOTATION

Date: 21 July 2023
RFQ No.: 23-059-1

Gentlemen:

The **Anti-Money Laundering Council (AMLC)**, through its Bids and Awards Committee (BAC), intends to procure the GAD-Related Printing Services and Publication (Employee Guide to Information Security Brochure) 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 31 July 2023 at 5:00pm.**

For any clarification, you may contact us at telephone number (02) 5306-2366 or email cbato@amlc.gov.ph.

(Sgd) Cheryllyn C. Bato
Account Officer

TERMS OF REFERENCE

GAD-Related Printing Services and Publication
(Employee Guide to Information Security Brochure)
(Purchase Request No. 23-059)

BRIEF DESCRIPTION

To ensure that all women and men of the AMLC are provided with appropriate knowledge and skills to protect themselves from cyber-attacks and to avoid causing security incidents, it is necessary to procure printing services for the Employee Guide to Information Security Brochure.

The Approved Budget for the Contract (ABC) is PHP13,500.00.

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

Submission of Quotation:

Quotations may be submitted through electronic mail to:

Name: Cheryllyn C. Bato
Account Officer
Email: cbato@amlc.gov.ph

Copy furnished:

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

¹ Or Service Providers (for procurement of services).

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.

Quotation Validity Period:

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

Delivery Period/Completion Period/Contract Period:

The delivery period shall be 15 calendar days from receipt of the 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

² Certificate of Acceptance (for Consultancy Services).

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 obligation for the warranty shall be covered by a warranty security in the form of *retention money* in an amount equivalent to **five percent (5%)** of every progress payment, or total contract price in case of one-time payment.
- 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 7 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.
- The warranty security shall only be released after the lapse of **one (1) year after issuance by the IAC of the CFA** of the delivered Goods.
- After the lapse of the period, and upon request by the Supplier, the AMLC shall release the warranty security, *Provided*, that the goods supplied are free from patent and latent defects and all conditions imposed under the Terms of Reference have been fully met.

TECHNICAL SPECIFICATIONS:

Item	Specification	Units	Delivery Schedule
1	GAD-Related Printing Services and Publication (Employee Guide to Information Security Brochure) Quantity: 300	piece	Within 15 calendar days from receipt of the purchase order
	Size : A4 (spread)		
	Color : Full color / Full color		
	Pages : 2 side print		
	Material : C2S 350 gsm		
	Process : Computer-To-Plate, Offset printing		
	Bindery : Loose		
	Lamination: Matte, 2 sides (Digital File supplied w/ 1 set of proofs only w/ folding)		

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.


FERDINAND GIESBERT C. CHIN
 End-User Representative

QUOTATION FORM

Date: _____
RFQ No.: 23-059-1

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:

GAD-Related Printing Services and Publication (Employee Guide to Information Security Brochure)			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Quantity: 300 pieces			
Size : A4 (spread)			
Color : Full color / Full color			
Pages : 2 side print			
Material : C2S 350 gsm			
Process : Computer-To-Plate, Offset printing			
Bindery : Loose			
Lamination: Matte, 2 sides (Digital File supplied w/ 1 set of proofs only, w/ folding)			
Warranty:			

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 the item being offered is for free.

GAD-Related Printing Services and Publication (Employee Guide to Information Security Brochure)		
Approved Budget for the Contract: Thirteen Thousand Five Hundred Pesos only (PHP13,500.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
300 PIECES		In Words: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> In Figures:

or

GAD-Related Printing Services and Publication (Employee Guide to Information Security Brochure)
Approved Budget for the Contract: Thirteen Thousand Five Hundred Pesos only (PHP13,500.00)
TOTAL OFFERED QUOTATION (A x B)
In Words: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

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

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 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:		
<p align="center">[Signature over Printed Name of Supplier's Representative]</p>					
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>					