



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10369972
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title Purchase of Advocacy Shirts, Caps and Notebooks for the 18-day Campaign to End Violence Against Women and Children (VAWC) 2023
Area of Delivery Metro Manila

Solicitation Number:	PR23-086	Status	Closed
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	18
Category:	Corporate Giveaways	Date Published	05/12/2023
Approved Budget for the Contract:	PHP 250,100.00	Last Updated / Time	05/12/2023 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	08/12/2023 09:00 AM
Client Agency:			
Contact Person:	Lizette Ann Manlulu BAC Secretariat Rm 507, 5/F EDPC Bldg., BSP Complex Manila Metro Manila Philippines 1004 63-99-92219770 lmanlulu@amlc.gov.ph		
Description			
Please see attached TOR			

Created by Lizette Ann Manlulu
Date Created 28/11/2023

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE

Advocacy Shirts, Caps and Notebooks

18-day Campaign to End Violence Against Women and Children (VAWC) 2023
(Purchase Request No. 23-086)

BRIEF DESCRIPTION

Procurement of 2023 Campaign to End Violence Against Women and Children (VAWC) advocacy shirts, caps, and notebooks to be used, but not limited to, during the campaign celebration to signify support for women's empowerment and gender equality.

The Approved Budget for the Contract (ABC) is Two Hundred Fifty Thousand, One Hundred Pesos (Php250,100.00) chargeable to Supplies and Materials – GAD related expenses under item No. 18 of the 2023 Annual Procurement Plan.

INSTRUCTIONS TO SUPPLIERS

NOTE: Suppliers who do not comply with any of the requirements, including the use of the prescribed forms, in these Terms of Reference, shall be automatically disqualified.

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 with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 5-8)

The quotation and documentary requirements may be submitted electronically to:

Ms. Lizette Ann M. Manlulu
Account Officer, BAC Secretariat
lmanlulu@amlc.gov.ph

Copy furnished:

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

¹ Or Service Providers (for procurement of services).

GENERAL CONDITIONS

Quotation Price:

Supplier's quotation shall be inclusive of 12% Value-Added Tax and other incidental expenses, including, but not limited to notarial expenses.

Quotation Validity Period:

Quotations shall be valid for thirty (30) days from receipt by the BAC Secretariat.

Delivery Period/Completion Period/Contract Period:

Delivery period shall be within 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:

- *[For goods]* 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

² Certificate of Acceptance (for Consultancy Services).

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.

TECHNICAL SPECIFICATIONS:

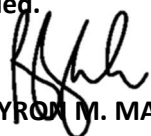
Item	Specification	Units	Delivery Schedule
1	2023 18-day Campaign to End Violence Against Women and Children (VAWC) Advocacy Shirts (see attached specifications)	205 pcs	Within 30 days after receipt of PO
2	2023 18-day Campaign to End Violence Against Women and Children (VAWC) Advocacy Cap (see attached specifications)	205 pcs	
3	2023 18-day Campaign to End Violence Against Women and Children (VAWC) Advocacy Notebooks (see attached specifications)	205 pcs	

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

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. **[Note:** This provision is mandatory]

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.


RENZ MYRON M. MANAHAN
Member, GFPS

End-User Representative

QUOTATION FORM

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:

2023 Campaign to End Violence Against Women and Children (VAWC) Advocacy Shirts			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Quantity: 205 pieces			
Type: Round-neck T-shirt			
Color: Orange*			
Texture Type: Cotton			
Printing Method: Digital			
Print Design: Print size must be visually clear and readable			

2023 Campaign to End Violence Against Women and Children (VAWC) Advocacy Cap			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Quantity: 205 pieces			
Color: Black			
Print Design: Embroidery			
Texture Type: Cotton			

Font type: Gotham Bold			
Font color: Orange			

2023 Campaign to End Violence Against Women and Children (VAWC) Advocacy Notebook			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Quantity: 205 pieces			
Color: Black			
Printing Method: Silkscreen			
Print Design: Print size must be visually clear and readable			

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.

2023 Campaign to End Violence Against Women and Children (VAWC) Advocacy Shirts		
Approved Budget for the Contract: Eighty-Six Thousand One Hundred Pesos (PhP86,100.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)

205 pcs.		In Words:
		In Figures:

2023 Campaign to End Violence Against Women and Children (VAWC) Advocacy Cap		
Approved Budget for the Contract: Eighty-Two Thousand Pesos (PhP82,000.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
205 pcs.		In Words:
		In Figures:

2023 Campaign to End Violence Against Women and Children (VAWC) Advocacy Notebook		
Approved Budget for the Contract: Eighty-Two Thousand Pesos (PhP82,000.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)

205 pcs.		In Words:
		In Figures:

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 _____ 2020.

_____ *[signature over printed name]* _____ *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

Omnibus Sworn Statement

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 Supplier]* 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 Supplier]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Supplier]*, 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 Anti-Money Laundering Council (AMLC), as shown in the attached duly notarized *[Secretary's Certificate or 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 AMLC, 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 Supplier]* 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;

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 Supplier]* 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 Supplier] 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 Supplier] complies with existing labor laws and standards; and
8. [Name of Supplier] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Supplier] 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.

IN WITNESS WHEREOF, I have hereunto set my hand on _____ at _____, Philippines.

Supplier's Authorized Representative

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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Secretary's Certificate

I, _____, of legal age, [*single/married*], Filipino and with address at after having being sworn in accordance with law, do hereby CERTIFY that:

1. I am the incumbent and duly designated Corporate Secretary of [*business/company name*], organized and existing in accordance with law, with principal office address at [*business/company address*];
2. As Corporate Secretary, I am the custodian of the corporate books and records, including the Minutes of Meetings and Resolutions of the Board of Directors;
3. The Board of Directors issued Board Resolution No. _____ dated _____, authorizing **Mr./Ms. [*name of representative*]**, whose signature and initial appears below, to 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 Anti-Money Laundering Council;**

Signature of Representative

Initial of Representative

4. That the above-cited authorization has not been amended, modified and/or superseded and is therefore still in full force and effect;
5. This certification is being issued to attest to the truth of the foregoing.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s on _____ at

_____.

Corporate Secretary

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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