



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10444138
Procuring Entity ANTI-MONEY LAUNDERING COUNCIL
Title Purchase of a Six-Month Lease/ Rental of One (1) Lot Multi-Function Copier Machines (Purchase Request No. 23-090}
Area of Delivery Metro Manila

Solicitation Number:	PR23-090	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	4
Category:	Office Equipment	Date Published	22/12/2023
Approved Budget for the Contract:	PHP 1,000,000.00	Last Updated / Time	22/12/2023 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	27/12/2023 11:00 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			
See attached TOR			

Created by Lizette Ann Manlulu
Date Created 21/12/2023

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Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

Date: 21 December 2023
RFQ No.: 23-090

Gentlemen:

The **Anti-Money Laundering Council (AMLC)**, through its Bids and Awards Committee (BAC), intends to procure a Six-month Lease/ Rental of One (1) Lot Multi-Function Copiers 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 27 December 2023 at 11:00 a.m.**

For any clarification, you may contact us at telephone number (02) 89884536 or email <fcabarios@amlc.gov.ph or lmanlulu@amlc.gov.ph>

(Sgd) FROILAN L. CABARIOS
Account Officer

TERMS OF REFERENCE

Purchase of a Six-Month Lease/ Rental of One (1) Lot Multi-Function Copier Machines
(Purchase Request No. 23-090)

BRIEF DESCRIPTION

Procurement of a Six-Month Lease/ Rental of One (1) Lot Multi-Function Copier Machines for use in the Anti-Money Laundering Council

The Approved Budget for the Contract (ABC) is One Million Pesos Only (Php1,000,000.00), 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 6*) by the Anti-Money Laundering Council (AMLC). Non-compliance with the prescribed forms shall be a ground for automatic disqualification.

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 **and** if applicable, Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative [Use AMLC Prescribed Form, see **pages 9-12**]; **or** 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:

Ms. Lizette Ann M. Manlulu
lmanlulu@amlc.gov.ph

Atty. Froilan L. Cabarios
fcabarios@amlc.gov.ph

GENERAL CONDITIONS

Quotation Price:

Supplier's quotation shall be inclusive of all costs, applicable taxes, 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 seven (7) calendar 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 **Certificate of Completion (COC)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 COC 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 of the most recent or current models and/ or latest production year provided that the actual duty volume does not exceed the duty life cycle of the respective type/ model of copier machines. Once the duty life cycle has been reached within the duration of the contract, the contractor will have to provide a replacement unit. 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).

- 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 two (2) calendar days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC.

TECHNICAL SPECIFICATIONS:

Item	Specification	Units	Delivery Schedule
1	6 UNITS OF HEAVY DUTY, MONOCHROME PHOTOCOPIER		Within seven (7) calendar days from receipt of the Notice to Proceed
	TYPE	Multi-Function Device (Copy, Print, Scan)	
	<u>COPY FUNCTION</u>		
	Copy type	Monochrome	
	Copy Speed	55 copies per minute minimum for heavy duty	
	Original Size	A3, A4, A5, and F4 size paper/media	
	Output Size	A3, A4, A5, and F4 size paper/media	
	Magnification	25% to 400%	
	Capture (Copy) Resolution	400 x 400 Dots Per Inch (DPI) minimum	
	Output Print Resolution	600 x 600 DPI minimum	
	Multiple Copies	1 to 999 sheets	
	Density Control/Exposure Modes	Automatic and manual/text and photo mode	
	Paper Trays	Five (5) input trays minimum	
	<u>PRINT FUNCTION</u>		
	Print Type	Monochrome	
	Print Speed	55 prints per minute minimum for heavy duty	
	Print Resolution	1,200 x 1,200 dpi	
	Network Protocols	TCP/IP	
	Printer Memory	4 GB minimum	
	<u>SCAN FUNCTION</u>		
	Scan Type	Monochrome and Color	
	Scan Speed	55 ppm mono and color	
	Standard Network Protocol	SMB 2.0 and 3.0 compliant	
	Resolution	600 x 600 dpi	
	Scan Size (ADF and Platen)	A3, A4, A5, and F4 size paper/media	
	Data Format	TIFF, PDF, JPEG	
	Scan Modes	TWAIN-compliant; compatible with Windows 10 and Windows 11 Operating System	

<u>OTHERS</u>	
Input Capacity	500 pages per tray
Interface	Ethernet built-in; Disable any built-in USB Port
Power Requirements	220V-240V or auto-voltage
Operating System Compatibility	Windows 7, 10, 11 and Mac OS (latest version)
Compliance	Internationally Recognized Standards such as Energy Star; UL/UL Listed or CE Marking or PSE Marking
<u>FEATURES</u>	
Optical Character Recognition (OCR)	Yes
Automatic and manual energy/power saver mode	Yes
Security lock or password operation	Yes
Reversible automatic document feeder (capable of multi-page originals)	Yes
Automatic back-to-back printing/copying	Yes
Electronic Sorting	Yes
Built-in Console Stand	Yes

Item	Specification	Units	Delivery Schedule
2	3 UNITS OF HEAVY DUTY, COLOR PHOTOCOPIER		
	TYPE	Multi-Function Device (Copy, Print, Scan)	
	<u>COPY FUNCTION</u>		
	Copy Type	Monochrome and Color	
	Copy Speed	55 copies per minute (cpm) and 50 cpm for color minimum	
	Original Size	A3, A4, A5, and F4 size paper/media	
	Output Size	A3, A4, A5, and F4 size paper/media	
	Magnification	25% to 400%	

Capture (Copy) Resolution	400 x 400 DPI minimum
Output Print Resolution	600 x 600 DPI minimum
Multiple Copies	1 to 999 sheets
Density Control/Exposure Modes	Automatic and manual/text and photo mode
Paper Trays	Five (5) input trays minimum
PRINT FUNCTION	
Print Type	Monochrome and Color
Print Speed	55 prints per minute (ppm) and 50 ppm for color minimum
Print Resolution	1,200 x 1,200 dpi
Network Protocols	TCP/IP
Printer Memory	4 GB minimum
SCAN FUNCTION	
Scan Type	Monochrome and Color
Scan Speed	80 ppm Simplex, 150 ppm Single-dual-side Mono and Color (Single-Pass Feeder)
Standard Network Protocol	SMB 2.0 and 3.0 compliant
Resolution	600 x 600 dpi
Scan Size (ADF and Platen)	A3, A4, A5, and F4 size paper/media
Data Format	TIFF, PDF, JPEG
Scan Modes	TWAIN-compliant; compatible with Windows 10 and Windows 11 Operating System
OTHERS	
Input Capacity	500 sheets per tray
Interface	Ethernet built-in; Disable any built-in USB Port
Power Requirements	220V-240V or auto-voltage
Operating System Compatibility	Windows 7, 10, 11 and Mac OS (latest version)
Compliance	Internationally Recognized Standards such as Energy Star; UL/UL Listed or CE Marking or PSE Marking
FEATURES	
Optical Character Recognition (OCR)	Yes
Automatic and manual energy/power saver mode	Yes
Security lock or password operation	Yes
Reversible automatic document feeder (capable of multi-page originals)	Yes
Automatic back-to-back printing/copying	Yes

	Electronic Sorting	Yes
	Built-in Console Stand	Yes
Item	Specification	
3	ADDITIONAL REQUIRMENTS ON THE COPIER MACHINES	
	<ul style="list-style-type: none"> All units' manufacturing / production year must be the latest production year provided that the actual duty volume does not exceed the duty life cycle of the respective type/model of copier machines. Once the duty life cycle has been reached within the duration of the contract, the contractor will have to provide a replacement unit. 	
	<ul style="list-style-type: none"> During the implementation, the contractor shall submit a copy of the Manufacturer's Certificate on the duty life cycle for each type/model of copier machine. 	
	<ul style="list-style-type: none"> The contractor shall provide machines that has less than sixty (60) percent of its duty life cycle. 	
	<ul style="list-style-type: none"> All units' manufacturing and/or remanufacturing processes are compliant with international standards. 	
	<ul style="list-style-type: none"> If remanufactured, a certification stating the following must be submitted: <ul style="list-style-type: none"> a. That the machine was remanufactured by the original equipment manufacturer or an ISO 9001 and ISO 14001 Copier and Printer Manufacturing Facility b. That the machine was in existence for only three (3) years or less from the manufacturing date as of the date of submission 	
	<ul style="list-style-type: none"> All units' consumables have Material Safety Data Sheet; 	
	<ul style="list-style-type: none"> All units must have a feature that indicates the number of back-to-back printouts and the number of printouts per size of paper and print type; 	
	<ul style="list-style-type: none"> All units must have a maximum size dimension of 3 ft. x 3 ft. x 3.9 ft., including stand/pedestal; 	
	<ul style="list-style-type: none"> The Bidder shall provide the AMLC with demo units of copier machines for testing of the photocopying, network printing and scanning features, and security vulnerabilities; 	
	<ul style="list-style-type: none"> The Contractor shall provide the AMLC with required network-printing and scanning drivers/installers; 	
	<ul style="list-style-type: none"> All required software to be installed in the AMLC workstations shall comply with the applicable AMLC Information and Communications Technology (ICT) Policy. The Contractor must ensure that the software utilities, drivers and/or applications to be installed are free from security vulnerabilities (including bugs, malwares, etc.); 	

	<ul style="list-style-type: none"> The Contractor shall provide the AMLC with configuration procedures and/or user manual for the use of the offered machines; and The Contractor shall provide basic training to IT representatives/personnel on network or IT-related features of the offered machines.
Item	Specification
4	<p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> The Contractor shall provide additional copier machine/s upon request for deployment to AMLC departments/offices within the prescribed time, as stated in the Notice to be issued by AMLC's Administrative Services Division (ASD), under the same terms and conditions of the contract. The Contractor shall likewise observe the maximum response time of two (2) hours from the time the AMLC makes its request for machine servicing/technical support during regular working days. In case of malfunction or breakdown of main copier machines, the Contractor shall provide replacement unit/s within two (2) working days after the lapse of the 24-hour period, as stated in the Notice to be issued by the AMLC-ASD. The Contractor shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of copiers. The Contractor shall train AMLC personnel who will be designated as machine operators in their respective departments/groups on the proper handling and use of machines. The AMLC shall, without additional cost, benefit from any improvement that may be introduced to said machines due to advancement in technology. The Hard Disk Drives (HDDs)/media storage of copier machines shall be – <ul style="list-style-type: none"> a) subjected to Storage media Retention Services, whereby defective HDD or media storage shall be replaced by the Contractor but said HDDs/media storage shall remain in the custody of AMLC at no additional cost on the part of the BSP. b) surrendered to AMLC-ASD for sanitization and/or disposal in accordance with the existing guidelines and procedures of the BSP. The Contractor shall deliver A3, A4 and F4 copy paper (80 gsm) monthly, based on prior month's utilization, or as needed by the AMLC upon receipt of advice from AMLC-ASD. The Contractor shall store its back-up units, papers for deployment/delivery to departments/offices, spare parts, supplies such as ink cartridges/toners, developers, drums, among others, at the identified storage area/room of the AMLC-ASD.

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

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

- Product brochure

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.

AILEEN P. SAMSON

End-User Representative

QUOTATION FORM

Date: _____

RFQ No.: 23-

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:

MULTI-FUNCTION COPIER MACHINES				
Technical Specifications/ Scope of Work*		YES	NO	REMARKS
6 UNITS OF HEAVY DUTY, MONOCHROME PHOTOCOPIER				
TYPE	Multi-Function Device (Copy, Print, Scan)			
<u>COPY FUNCTION</u>				
Copy type	Monochrome			
Copy Speed	55 copies per minute minimum for heavy duty			
Original Size	A3, A4, A5, and F4 size paper/media			
Output Size	A3, A4, A5, and F4 size paper/media			
Magnification	25% to 400%			
Capture (Copy) Resolution	400 x 400 Dots Per Inch (DPI) minimum			
Output Print Resolution	600 x 600 DPI minimum			
Multiple Copies	1 to 999 sheets			
Density Control/Exposure Modes	Automatic and manual/text and photo mode			
Paper Trays	Five (5) input trays minimum			
<u>PRINT FUNCTION</u>				
Print Type	Monochrome			
Print Speed	55 prints per minute minimum for heavy duty			
Print Resolution	1,200 x 1,200 dpi			
Network Protocols	TCP/IP			
Printer Memory	4 GB minimum			
<u>SCAN FUNCTION</u>				
Scan Type	Monochrome and Color			
Scan Speed	55 ppm mono and color			

Standard Network Protocol	SMB 2.0 and 3.0 compliant			
Resolution	600 x 600 dpi			
Scan Size (ADF and Platen)	A3, A4, A5, and F4 size paper/media			
Data Format	TIFF, PDF, JPEG			
Scan Modes	TWAIN-compliant; compatible with Windows 10 and Windows 11 Operating System			
<u>OTHERS</u>				
Input Capacity	500 pages per tray			
Interface	Ethernet built-in; Disable any built-in USB Port			
Power Requirements	220V-240V or auto-voltage			
Operating System Compatibility	Windows 7, 10, 11 and Mac OS (latest version)			
Compliance	Internationally Recognized Standards such as Energy Star; UL/UL Listed or CE Marking or PSE Marking			
<u>FEATURES</u>				
Optical Character Recognition (OCR)	Yes			
Automatic and manual energy/power saver mode	Yes			
Security lock or password operation	Yes			
Reversible automatic document feeder (capable of multi-page originals)	Yes			
Automatic back-to-back printing/copying	Yes			
Electronic Sorting	Yes			
Built-in Console Stand	Yes			

Specification		YES	NO	REMARKS
3 UNITS OF HEAVY DUTY, COLOR PHOTOCOPIER				
TYPE	Multi-Function Device (Copy, Print, Scan)			
<u>COPY FUNCTION</u>				
Copy Type	Monochrome and Color			

Copy Speed	55 copies per minute (cpm) and 50 cpm for color minimum			
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Compliance	Internationally Recognized Standards such as Energy Star; UL/UL Listed or CE Marking or PSE Marking			
<u>FEATURES</u>				
Optical Character Recognition (OCR)	Yes			
Automatic and manual energy/power saver mode	Yes			
Security lock or password operation	Yes			

Reversible automatic document feeder (capable of multi-page originals)	Yes			
Automatic back-to-back printing/copying	Yes			
Electronic Sorting	Yes			
Built-in Console Stand	Yes			
Specification				
ADDITIONAL REQUIREMENTS ON THE COPIER MACHINES				
<ul style="list-style-type: none"> All units' manufacturing / production year must be the latest production year provided that the actual duty volume does not exceed the duty life cycle of the respective type/model of copier machines. Once the duty life cycle has been reached within the duration of the contract, the contractor will have to provide a replacement unit. 				
<ul style="list-style-type: none"> During the implementation, the contractor shall submit a copy of the Manufacturer's Certificate on the duty life cycle for each type/model of copier machine. 				
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<ul style="list-style-type: none"> All units must have a maximum size dimension of 3 ft. x 3 ft. x 3.9 ft., including stand/pedestal; 				
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and/or applications to be installed are free from security vulnerabilities (including bugs, malwares, etc.);			
<ul style="list-style-type: none"> The Contractor shall provide the AMLC with configuration procedures and/or user manual for the use of the offered machines; and 			
<ul style="list-style-type: none"> The Contractor shall provide basic training to IT representatives/personnel on network or IT-related features of the offered machines. 			
Specification			
OTHER REQUIREMENTS			
<ul style="list-style-type: none"> The Contractor shall provide additional copier machine/s upon request for deployment to AMLC departments/offices within the prescribed time, as stated in the Notice to be issued by AMLC's Administrative Services Division (ASD), under the same terms and conditions of the contract. 			
<ul style="list-style-type: none"> The Contractor shall likewise observe the maximum response time of two (2) hours from the time the AMLC makes its request for machine servicing/technical support during regular working days. 			
<ul style="list-style-type: none"> In case of malfunction or breakdown of main copier machines, the Contractor shall provide replacement unit/s within two (2) working days after the lapse of the 24-hour period, as stated in the Notice to be issued by the AMLC-ASD. 			
<ul style="list-style-type: none"> The Contractor shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of copiers. 			
<ul style="list-style-type: none"> The Contractor shall train AMLC personnel who will be designated as machine operators in their respective departments/groups on the proper handling and use of machines. 			
<ul style="list-style-type: none"> The AMLC shall, without additional cost, benefit from any improvement that may be introduced to said machines due to advancement in technology. 			
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<ul style="list-style-type: none"> The Contractor shall deliver A3, A4 and F4 copy paper (80 gsm) monthly, based on prior month's utilization, or as needed by the AMLC upon receipt of advice from AMLC-ASD. 			
<ul style="list-style-type: none"> The Contractor shall store its back-up units, papers for deployment/delivery to departments/offices, spare parts, supplies such as ink cartridges/toners, developers, drums, among others, at the identified storage area/room of the AMLC-ASD. 			

** Kindly put "✓" mark in the "YES/NO" column as may be appropriate to signify compliance with each technical specification and requirement.*

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.

Lease/ Rental of One Lot Multi-Function Copiers		
Approved Budget for the Contract: One Million Pesos Only (Php1,000,000.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
	PHP _____	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures: PHP _____</p>

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 Address

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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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

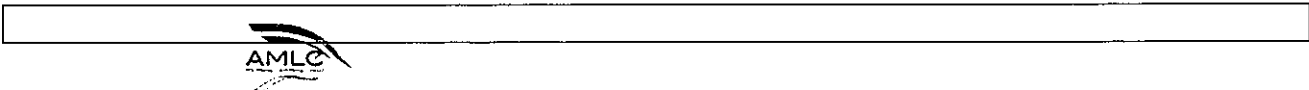
SUBSCRIBED AND SWORN to before me on _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government 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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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)
	Lot	Lease/Rental of Multi-Function Copiers	1		
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:	
MATTHEW M. DAVID Executive Director					
Supplier's Conforms:				Date:	
<i>[Signature over Printed Name of Supplier's Representative]</i>					
Fund Cluster:					
ORS/BURS No.:		ORS/BURS Date:		Amount: PHP	
Certified by:				Date:	
MA. LIZA RACHELLE C. CRUZ Manager, Financial Services Division					