



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE

Publication of an Advisory for Designated Non-Financial Businesses and Professions (DNFBPs) to Register with the AMLC
Purchase Request No. 23-015

BRIEF DESCRIPTION

Media services, i.e., publication in a newspaper of general circulation, for Publication of an Advisory for Designated Non-Financial Businesses and Professions (DNFBPs) to Register with the AMLC.

The approved budget for the contract (ABC) is PhP9,408.00.

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.

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

Advisory for Designated Non-Financial Businesses and Professions (DNFBPs) to Register with the AMLC 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 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 : 5 cols. X 35 cms.	1 lot
2	The administrative issuance shall be preferably published in the Business Section of the newspaper	
3	Must indicate, at the top of/prior to the Advisory, the following: "Anti-Money Laundering Council (AMLC) Advisory: AMLC Registration for Designated Non-Financial Businesses and Professions (DNFBPs)" Also available at amlc.gov.ph	
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 Advisory on AMLC Registration for Designated Non-Financial Businesses and Professions (DNFBPs) 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.



RONEL U. BUENAVENTURA
Acting Deputy Director
Commitments and Policy Group
(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:

Item/Brand/Model	Units	Technical Specifications	Quotation Price

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 TOR.

Dated this ____ day of _____ 2023.

[signature over printed name]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____