



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10676316  
**Procuring Entity** ANTI-MONEY LAUNDERING COUNCIL  
**Title** Purchase Request No. 24-009\_Supply and Delivery of White Window Letter Envelope with AMLC Logo and Address  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PR24-009	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Mailing Supplies		
<b>Approved Budget for the Contract:</b>	PHP 70,000.00	<b>Document Request List</b>	2
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	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	<b>Date Published</b>	20/03/2024
		<b>Last Updated / Time</b>	20/03/2024 00:00 AM
		<b>Closing Date / Time</b>	25/03/2024 17:00 PM
<b>Description</b>			
Please see attached TOR and sample			

**Created by** Cheryllyn C. Bato  
**Date Created** 19/03/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



Republic of the Philippines  
**ANTI-MONEY LAUNDERING COUNCIL**

Date: 19 March 2024  
RFQ No.: 24-09-1

Gentlemen:

The **Anti-Money Laundering Council (AMLC)**, through its Bids and Awards Committee (BAC), intends to procure the **20 boxes White window letter envelope with AMLC logo and address** 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 25 March 2024 at 5:00 PM .**

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

Purchase of White Window Letter Envelope with AMLC Logo and Address  
(Purchase Request No. 24-009)

### BRIEF DESCRIPTION

Procurement of twenty (20) boxes White window letter envelope with AMLC logo and address to be used for external correspondences of the various groups/departments in the Anti-Money Laundering Council

The Approved Budget for the Contract (ABC) is Seventy Thousand Pesos Only (Php70,000.00), inclusive of all costs, charges, and applicable taxes.

### INSTRUCTIONS TO SUPPLIERS

#### *Form of Quotation:*

Suppliers<sup>1</sup> are required to submit its Quotation using the Prescribed Form (*See Page 5*) 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 8-11**]; 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:

Cherylyn C. Bato  
Account Officer  
[cbato@amlc.gov.ph](mailto:cbato@amlc.gov.ph)

Copy furnished:

Atty. Froilan L. Cabarios  
Head, BAC Secretariat  
[fcabarios@amlc.gov.ph](mailto:fcabarios@amlc.gov.ph)

---

<sup>1</sup> Or Service Providers (for procurement of services).

## 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.

### *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 thirty (30) 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 **Inspection and Acceptance Report (IAR)<sup>2</sup>** 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

---

<sup>2</sup> Certificate of Acceptance (for Consultancy Services).

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.

**TECHNICAL SPECIFICATIONS:**

Item	Specification	Units	Delivery Schedule
1	<b>White window letter envelope with AMLC logo and address (see Annex "A" for the design and colors)</b> <ul style="list-style-type: none"><li>• Size: 9-1/2" x 4-1/8"</li><li>• Material: white bookpaper 90gsm</li><li>• AMLC Logo colors: blue, red, yellow, and black</li><li>• Packing: 500 pieces per box</li></ul>	20 boxes	Within 30 calendar days from receipt of signed PO

**OTHER REQUIREMENTS/CONDITIONS (IF ANY):**


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

- Submission of product sample

*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.**

  
**AILEEN F. SAMSON**  
\_\_\_\_\_  
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 the following Quotation:

<b>20 boxes White Window Letter Envelope with AMLC Logo and Address</b>			
<b>TECHNICAL SPECIFICATIONS / SCOPE OF WORK*</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
White window letter envelope with AMLC logo and address (see Annex "A" for the design and colors)			
• Size: 9-1/2" x 4-1/8"			
• Material: white bookpaper 90gsm			
• AMLC Logo colors: blue, red, yellow, and black			
• Packing: 500 pieces per box			

*\* 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.

White Window Letter Envelope with AMLC Logo and Address		
Approved Budget for the Contract: Seventy Thousand Pesos Only (Php70,000.00)		
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 \_\_\_\_\_ 2024.

\_\_\_\_\_  
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 \_\_\_\_\_.

NOTARY PUBLIC

Doc. No. [ ]  
Page No. [ ]  
Book No. [ ]  
Series of 2024

**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 \_\_\_\_\_.

NOTARY PUBLIC

Doc. No. [ ]  
Page No. [ ]  
Book No. [ ]  
Series of 2024

**PURCHASE ORDER**

<b>Procuring Entity:</b>  ANTI-MONEY LAUNDERING COUNCIL (AMLC)					
<b>Supplier:</b>			<b>P.O. No.:</b>		
<b>Supplier's Address:</b>			<b>P.O. Date:</b>		
<b>Tax Identification Number (TIN):</b>			<b>Mode of Procurement:</b> Small Value Procurement		
<b>Gentlemen:</b>  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.					
<b>Place of Delivery:</b>			<b>Delivery Date:</b>		
<u>Anti-Money Laundering Council</u> Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila  Contact Person: Annabel A. Roco / Maria Christine V. Alejandrino Contact No.: (02) 5306 - 2459			WITHIN THIRTY (30) CALENDAR DAYS UPON RECEIPT OF SIGNED PO		
<b>Delivery Term:</b>			<b>Payment Term:</b>		
			Within 30 days from receipt of billing and issuance of the Inspection and Acceptance Report		
<b>Stock No.</b>	<b>Unit</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost (in PHP)</b>	<b>Amount (in PHP)</b>
	boxes	White window letter envelope with AMLC logo and address	20	PHP3,500.00	PHP70,000.00
<b>Total Amount* in Words: Seventy Thousand Pesos Only</b>			<b>(*inclusive of 12% VAT and other incidental expenses)</b>		
<b>Liquidated Damages:</b> 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.					
<b>Order Approved:</b>			<b>Date:</b>		
<b>MATTHEW M. DAVID</b> Executive Director					
<b>Supplier's Conforme:</b>			<b>Date:</b>		
<i>[Signature over Printed Name of Supplier's Representative]</i>					
<b>Fund Cluster:</b>					
<b>ORS/BURS No.:</b>		<b>ORS/BURS Date:</b>		<b>Amount: PHP70,000.00</b>	
<b>Certified by:</b>			<b>Date:</b>		
<b>MA. LIZA RACHELLE C. CRUZ</b> Manager, Financial Services Division					



**ANTI-MONEY LAUNDERING COUNCIL**  
Rm. 507, 5/F, EDPCC Building  
Bangko Sentral ng Pilipinas Complex  
A. Mabini corner P. Ocampo Streets, Malate, Manila  
Philippines

