



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10676501  
**Procuring Entity** ANTI-MONEY LAUNDERING COUNCIL  
**Title** Purchase Request No. 24-011\_Supply and Delivery of White Letter Envelope with AMLC Logo and Address  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PR24-011	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Mailing Supplies	<b>Date Published</b>	20/03/2024
<b>Approved Budget for the Contract:</b>	PHP 35,000.00	<b>Last Updated / Time</b>	20/03/2024 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	25/03/2024 17:00 PM
<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>Description</b>			
Please see attached TOR with sample			

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

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

**Date: 19 March 2024**  
**RFQ No.: 24-011-1**

Gentlemen:

The **Anti-Money Laundering Council (AMLC)**, through its Bids and Awards Committee (BAC), intends to procure **10 Boxes White 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 Letter Envelope with AMLC Logo and Address  
(Purchase Request No. 24-011)

### **BRIEF DESCRIPTION**

Procurement of ten (10) boxes White 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 Thirty-Five Thousand Pesos Only (Php35,000.00), 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

#### *Submission of Quotation:*

Quotations may be submitted through electronic mail to:

Cheryllyn 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)

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<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

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<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	<p><b>White letter envelope with AMLC logo and address (see Annex "A" for the design and colors)</b></p> <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>	10 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

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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>10 boxes White 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 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 Letter Envelope with AMLC Logo and Address		
Approved Budget for the Contract: Thirty-Five Thousand Pesos Only (Php35,000.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
	PHP _____	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>In Figures: PHP</b> _____</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



**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 letter envelope with AMLC logo and address	10	PHP3,500.00	PHP35,000.00
<b>Total Amount* in Words: Thirty-Five 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>		
<p align="center"><b>MATTHEW M. DAVID</b> Executive Director</p>					
<b>Supplier's Conforme:</b>			<b>Date:</b>		
<p align="center"><i>[Signature over Printed Name of Supplier's Representative]</i></p>					
<b>Fund Cluster:</b>					
<b>ORS/BURS No.:</b>		<b>ORS/BURS Date:</b>		<b>Amount:</b> PHP35,000.00	
<b>Certified by:</b>			<b>Date:</b>		
<p align="center"><b>MA. LIZA RACHELLE C. CRUZ</b> Manager, Financial Services Division</p>					



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