



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

**AMLC BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

**BRIEF DESCRIPTION**

The film showing aims to celebrate the 2024 National Women's Month Celebration (NWMC) and provide support to the PCW suggested activities on Gender and Development or tackle specific issues and concerns of women and children relevant to their respective sectors or mandates.

The Approved Budget for the Contract (ABC) is Forty Thousand Pesos (PHP40,000.00) chargeable to Training Expenses – GAD Trainings, item no. 14 in the 2024 Annual Procurement Plan (APP).

**TECHNICAL SPECIFICATIONS**

Please see Page 3 of the attached Terms of Reference.

**INSTRUCTION TO SUPPLIERS**

Interested Suppliers are required to submit its Quotation using the Prescribed Form (See Page 4, of the attached Terms of Reference), together with the documentary requirements to the Anti-Money Laundering Council (AMLC) or electronically on or before 12:00 PM of March 21, 2024.

BAC Secretariat  
Ms. Arlene J. Pineda  
Account Officer, BAC Secretariat  
ajpineda@amlc.gov.ph

Copy furnished:  
Froilan L. Cabarios  
Head, BAC Secretariat  
fcabarios@amlc.gov.ph

**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

**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.



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

**TERMS OF REFERENCE**

Face-to-Face Film Showing  
2024 National Women's Month Celebration  
(Purchase Request No. 24-014)

**BRIEF DESCRIPTION**

The film showing aims to celebrate the 2024 National Women's Month Celebration (NWMC) and provide support to the PCW suggested activities on Gender and Development or tackle specific issues and concerns of women and children relevant to their respective sectors or mandates.

The Approved Budget for the Contract (ABC) is Forty Thousand Pesos (Php40,000.00) chargeable to Training Expenses – GAD Trainings, item no. 14 in the 2024 Annual Procurement Plan (APP).

**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:*

Suppliers<sup>1</sup> are required to submit its Quotation using the Prescribed Form (See Page 4) 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

The quotation and documentary requirements may be submitted electronically to:

Ms. Arlene J. Pineda  
Account Officer, BAC Secretariat  
ajpineda@amlc.gov.ph

Copy furnished:

Atty. Froilan L. Cabarios  
Head, BAC Secretariat  
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 and costs, applicable taxes 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 BAC Secretariat.

### *Delivery Period/Completion Period/Contract Period:*

Delivery period is within 26 March – April 3, 2024 in BSP Manila

### *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 promptly by the AMLC within thirty (30) days from issuance of the IAR 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.
- 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 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.

- 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	Unit	Delivery Schedule
1	Face-to-Face Film Showing for the 2024 National Women’s Month Celebration (NWMC) <ul style="list-style-type: none"> <li>• Theme must be about Women Empowerment / Gender and Development and recommended by the Philippine Commission on Women</li> <li>• One day showing with At least two-runs (one in the morning and one in the afternoon)</li> <li>• Availability of Film aside from the following films:               <ul style="list-style-type: none"> <li>○ Bagahe</li> <li>○ Sol Searching</li> <li>○ Aria</li> </ul> </li> </ul>	1	Within 26 March – April 3, 2024 in BSP Manila

**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.

**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.**

Original Signed  
**RENZ MYRON M. MANAHAN**  
 Member, GFPS

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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:

<b>Face-to-Face Film Showing for the National Women’s Month Celebration</b>			
<b>TECHNICAL SPECIFICATIONS / SCOPE OF WORK</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>Quantity:</b> 1 Film			
<b>Availability:</b> Within 26 March – April 3, 2024 in BSP Manila			
<b>Theme:</b> Women Empowerment / Gender and Development, as recommended by the Philippine Commission on Women			
<b>Runs:</b> One day showing with at least two-runs (one in the morning and one in the afternoon)			
<b>Film:</b> Availability of other films aside from the films Bagahe, Sol Searching, and Aria			

**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.

<b>Face-to-Face Film Showing for the National Women's Month Celebration</b>
<b>Approved Budget for the Contract: Forty Thousand Pesos (PhP40,000.00)</b>
<b>TOTAL OFFERED QUOTATION</b>
<b>In Words:</b>  <hr/> <hr/> <hr/>   
<b>In Figures:</b>  <hr/> <p style="text-align: center;"><b>PHP</b></p> <hr/>

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 Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es