



Republic of the Philippines
Anti-Money Laundering Council

AMLC BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The AMLC will undertake a **Small Value Procurement** for “**Three (3) Junior Executive Task Chairs (Purchase Request No. 20-034)**” in accordance with **Section 53.9** of the Implementing rules and Regulations of Republic Act No. 9184.

BRIEF DESCRIPTION

The Junior Executive Task Chairs are intended for replacement of the task chairs currently being used by the Directors in the AMLC in its main office in the Bangko Sentral ng Pilipinas (BSP) Complex in Manila.

The Approved Budget for the Contract (**ABC**) is **Php82,500.00**

TECHNICAL SPECIFICATIONS

Please see Page 3 of the attached Terms of Reference.

INSTRUCTIONS TO SUPPLIERS

Quotation:

Interested Suppliers are required to submit its Quotation using the Prescribed Form (See Page 5 of the attached Terms of Reference), together with the documentary requirements, to the Anti-Money Laundering Council (AMLC) on or before **10 November 2020** at:

BAC Secretariat
Ms. Kirsten S. Aguila
ksaguila@amlc.gov.ph

Copy furnished:
Atty. 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
 - Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form] (See Pages 6-9 of the attached Terms of Reference)
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Request for Quotation

x-----x

Note: Non-compliance with any of the instructions or conditions under these Terms of Reference shall cause the disqualification of the supplier.



Republic of the Philippines
ANTI-MONEY LAUNDERING COUNCIL

TERMS OF REFERENCE
PURCHASE OF JUNIOR EXECUTIVE TASK CHAIRS
(Purchase Request No. 20-034)

BRIEF DESCRIPTION

The purchase of three (3) Junior Executive Task Chairs is for issuance to the Directors of IED and DPD as well as Acting Director of OED in AMLC.

The Approved Budget for the Contract (ABC) is Php82,500.00.

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 are required to submit its Quotation using the Prescribed Form (See Page5) 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
- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 6-9)

The aforementioned Quotation and documentary requirements may be submitted electronically to:

Kirsten S. Aguila
Account Officer, BAC Secretariat
ksaguila@amlc.gov.ph

Copy furnished:

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

GENERAL CONDITIONS

Quotation Price:

Supplier's quotation shall be inclusive of 12% Value-Added Tax and other incidental expenses, including, but not limited to notarial expenses.

Quotation Validity Period:

Quotations shall be valid for one hundred twenty (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)**¹ 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 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

¹ 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.

- 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 fifteen (15) 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	<ul style="list-style-type: none"> • Ergonomic high back swivel task arm chair • Contemporary design with contoured back, lumbar support and soft cushioned upholster seat • Backrest: Dimensions-400mm W x 700mm H; with synchronized tilt mechanism; • Seat: Dimensions - 450mm W x 470mm D; with an adjustable seat slider that slides in and out horizontally accommodating different size persons in height and weight quickly and easily; fully upholstered foam molded seat pan for exceptional comfort; • Finish Upholstery: Black leatherette finish; shall meet flammability Codes • Armrest: polyurethane padded arm rest with vertical adjustment mechanism which allows arm rest height to lock in various positions • Gas Cylinder shall be pneumatic gas lift mechanism with height adjustment range from 400mm to 525mm • Base: shall be five (5) leg high impact black plastic or chrome base with dual hooded casters; load capacity shall be 2500lbs 	3	Within thirty (30) calendar days upon receipt of signed PO

OTHER REQUIREMENTS/CONDITIONS (IF ANY):

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

Product brochures or literatures or demo unit.

Submittals during implementation stage:

Not required.

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.: _____

To: **BIDS AND AWARDS COMMITTEE**
Anti-Money Laundering Council
Room 507, 5/F, EDPG 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

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 _____ 2020.

[signature over printed name]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Omnibus Sworn Statement

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 Supplier]* 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 Supplier]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Supplier]*, 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 Anti-Money Laundering Council (AMLC), as shown in the attached duly notarized *[Secretary's Certificate or 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 AMLC, 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 Supplier]* 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;
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 Supplier]* 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 Supplier] 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 Supplier] complies with existing labor laws and standards; and
8. [Name of Supplier] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Supplier] 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.

IN WITNESS WHEREOF, I have hereunto set my hand on _____ at _____, Philippines.

Supplier's Authorized Representative

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: Small Value Procurement		
<p>Gentlemen:</p> <p>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.</p>						
Place of Delivery:				Delivery Date:		
<p>Anti-Money Laundering Council Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila, Philippines</p> <p>Contact Person: Aurey Dorcas Gayle C. Eborde Contact No.: (02)5306-2387</p>				<p>Within 30 calendar days upon receipt of signed PO</p>		
Delivery Term:				Payment Term:		
				<p>Within 30 days from issuance of the Inspection and Acceptance Report</p>		
Stock No.	Unit	Description	Quantity	Unit Cost (in PHP)	Amount (in PHP)	
	pcs.	Junior Executive Task Chair	3			
Total Amount* in Words: _____ Only				(*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:		
<p align="center">MEL GEORGIE B. RACELA Executive Director</p>						
Supplier's Conforme:				Date:		
<p align="center">[Signature over Printed Name of Supplier's Representative]</p>						
Fund Cluster :						
ORS/BURS No.:		ORS/BURS Date:		Amount: PHP		
Certified by:				Date:		
<p align="center">MA. ESMERALDA A. NORADA Manager, Financial Services Division</p>						