



Republic of the Philippines  
***Anti-Money Laundering Council***

**AMLC BIDS AND AWARDS COMMITTEE**

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**REQUEST FOR QUOTATION**

The AMLC will undertake a **Small Value Procurement** for the “**Business Webcams(Purchase Request No. 20-80)**” in accordance with **Section 53.9** of the Implementing rules and Regulations of Republic Act No. 9184.

**BRIEF DESCRIPTION**

Five (5) units of Business Webcams for use of the Counselling, Adjudication and Mutual Legal Assistance Unit (CAMU) to support quality videoconferencing for existing desktop computers for skeleton work force (SWF) arrangement.

The Approved Budget for the Contract (**ABC**) is Forty-Five Thousand Pesos (**Php50,000.00**)

**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 **20 November 2020** at:

BAC Secretariat  
Erika Sheena C. Serrano  
**eserrano@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

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

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

**TERMS OF REFERENCE**  
Business Webcams  
(Purchase Request No. 20-080)

**BRIEF DESCRIPTION**

Supply and delivery of business webcams for use of the Counseling, Adjudication and Mutual Legal Assistance Unit (CAMU) to support quality videoconferencing for existing desktop computers for skeleton work force (SWF) arrangement.

The budget for this procurement project is **PHP50,000.00**.

**INSTRUCTIONS TO SUPPLIERS**

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

*Form of Quotation:*

Suppliers 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
- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 5-8)

For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, *PhilGEPS Certificate of Platinum Membership* may be submitted in lieu of the said documents.

### *Submission of Quotation*

The aforementioned Quotation and Documentary Requirements may be submitted electronically to:

**Erika Sheena C. Serrano**  
Account Officer, BAC Secretariat  
eserrano@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 applicable taxes and other incidental expenses, including, but not limited to notarial expenses and delivery charges.

#### *Quotation Validity Period:*

Quotations shall be valid for 60 days from receipt by the BAC Secretariat.

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

Delivery period shall be within 30 calendar days from the date of receipt of Purchase Order.

#### *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 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 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 7 calendar 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
	<ul style="list-style-type: none"> <li>• Full HD 1080p, 60 FPS</li> <li>• Auto-focus</li> <li>• At least 4x zoom</li> <li>• Dual camera-mount: monitor mount and tripod-ready</li> <li>• With built-in dual omnidirectional microphones</li> <li>• With privacy shutter</li> <li>• Compatible with Windows OS</li> </ul>	5	within 30 calendar days from the date of receipt of Purchase Order.

**OTHER REQUIREMENTS:**

*Submission of Product Brochure or unedited Product Literature*

The supplier shall submit a product brochure or unedited product literature as proof of compliance with the Technical Specifications.

*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.**

**ARNOLD G. FRANE**  
End-User Representative



## Omnibus Sworn Statement

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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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Series of 2020

**Secretary's Certificate**

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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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