



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 **Negotiated Procurement - Small Value Procurement** for the **"IT Helpdesk Tool Upgrade (Purchase Request No. 21-015)"** in accordance with **Section 53.9** of the Implementing rules and Regulations of Republic Act No. 9184.

**BRIEF DESCRIPTION**

This project is for the procurement of IT Helpdesk Tool Upgrade of the AMLC. The upgrade of IT Helpdesk desk will be able to manage the incidents, services, assets, and contracts of ITSS.

The Approved Budget for the Contract (ABC) is Php800,000.00.

**TECHNICAL SPECIFICATIONS**

Please see Page 3-4 of the attached Terms of Reference.

**INSTRUCTIONS TO SUPPLIERS**

**Quotation:**

Supplier is required to submit its Quotation using the Prescribed Form (See Page 6 of the attached Terms of Reference), together with the documentary requirements, to the Anti-Money Laundering Council (AMLC) at:

BAC Secretariat  
Andrea C. Ladores  
Account Officer, BAC Secretariat  
[aladores@amlc.gov.ph](mailto:aladores@amlc.gov.ph)

Copy furnished:  
Atty. Froilan L. Cabarios  
Head, BAC Secretariat  
[fcabarios@amlc.gov.ph](mailto: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
- Income/Business Tax Return
- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 7-10)

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

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