



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 “**Maintenance of Closed-Circuit Television (CCTV) and Door Access System (Purchase Request No. 21-006)**” 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 preventive maintenance and support services for the Closed-circuit television camera (CCTV) and Door Access System of the AMLC.

The Approved Budget for the Contract (ABC) is Php78,400.00.

**TECHNICAL SPECIFICATIONS**

Please see Pages 3 -4 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) 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
- Omnibus Sworn Statement with Secretary's Certificate [Use AMLC Prescribed Form, if applicable] (See Pages 6-9)

**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**

Maintenance of Closed-Circuit Television (CCTV) and Door Access System  
(Purchase Request No. 21-006)

**BRIEF DESCRIPTION**

This project is for the procurement preventive maintenance and support services for the Closed-circuit television camera (CCTV) and Door Access System of the AMLC.

The Approved Budget for the Contract (ABC) is Php78,400.00.

**INSTRUCTIONS TO SUPPLIERS**

NOTE: Suppliers who do not comply with *any* of the requirements, including the use of the prescribed forms, in the 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 5) 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)

*Submission of Quotation:*

The Quotation and documentary requirements may be submitted electronically to:

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

Copy furnished:  
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 12% Value-Added Tax and other incidental expenses, including, but not limited to notarial expenses.

### *Quotation Validity Period:*

Quotations shall be valid for 120 calendar days from receipt by the BAC Secretariat.

### *Contract Period:*

Contract period shall commence from the date of receipt of Purchase Order and shall end on December 31, 2021.

### *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 deduct 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 Inspection and Acceptance Committee (IAC) of the submitted service report duly signed and certified by ITSS after every scheduled preventive maintenance.
- 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 it has, and, at all time during the term of the service, will maintain the requisite personnel, competence, skill and resources necessary to provide the required services under these Terms of Reference. The Supplier also warrant that the

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<sup>2</sup> Certificate of Acceptance (for Consultancy Services).

services shall be performed in a workmanlike manner and in compliance with all applicable laws and regulations. The Supplier further warrants the availability of service, service parts and maintenance services, including repair services and preventative maintenance, during the term of the service. Additionally, the Supplier warrants that the services rendered 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 days and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the AMLC.

**TECHNICAL SPECIFICATIONS:**

<b>HIK VSION DS-2CD2143G0 CCTV Serial Numbers</b>	<b>Qty</b>	<b>Maintenance Coverage</b>
1. I20180606AAWRC27227566	1 unit	Contract period shall commence from the date of receipt of Purchase Order and shall end on December 31, 2021
2. I20180606AAWRC27227445	1 unit	
3. I20180606AAWRC27227452	1 unit	
4. I20180606AAWRC27227655	1 unit	
5. I20180606AAWRC27227633	1 unit	
6. I20180606AAWRC27227640	1 unit	
7. I20180606AAWRC27227532	1 unit	
<b>HIK VSION DS-K2804Door Access System Serial Numbers</b>		
1. 20180209V020001EN214103375	1 unit	
2. 20180209V020001EN214103374	1 unit	
3. 20180209V020001EN214103380	1 unit	
<b>HIK VSIONDS-7608NI Network Video Recorder Serial number</b>		
1. DS-7608NI-I20820171024CCRR119026046WCVU	1 unit	

**OTHER REQUIREMENTS/CONDITIONS (IF ANY):**

- Service Level Agreement is 8x5 On-site Technical Support and Helpdesk Support.
- Submission of service report duly signed and certified by ITSS after every scheduled preventive maintenance and support maintenance services.
- Service provider shall secure entry permit in the premises for the maintenance and support services and shall submit negative swab test result as required.
- Maintenance, Repairs and Replacement
  - Service provider shall make its services available FOUR (4) times a year for preventive maintenance check-up which shall be scheduled once every THREE (3) months. This is in accordance with equipment manufacturer’s procedure.
  - Service provider shall repair the equipment using manufacturer certified or approved components, modules or testing equipment’s.
  - Service unit/s shall be provided in case the unit is not repaired within 24 hours from the time service provider engineer arrived on the site.
  - Replacement shall include subcomponents including labor without additional cost to AMLC

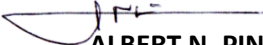
- Service provider must contact on-site preventive maintenance services and shall include the following services but not limited to:

CCTV cameras	<ul style="list-style-type: none"> <li>a. Cleaning of camera lens.</li> <li>b. Checking for corrosion/ replaced connection if possible.</li> <li>c. Focusing for proper position.</li> <li>d. Checking of cords or network wires.</li> <li>e. Cleaning of network switch.</li> <li>f. Physical head end termination connection</li> <li>g. Check hard disk status / recording status</li> <li>h. Checking of display monitor</li> <li>i. Checking of electrical connection</li> </ul>
Door Access	<ul style="list-style-type: none"> <li>a. Magnetic locks inspection</li> <li>b. Check orientation of doors</li> <li>c. Check termination of wires and possible corrosion</li> <li>d. Power supplies inspection for stable DC output</li> <li>e. Push to exit inspection for tear and wear</li> <li>f. Controller cleanings</li> </ul>
Network Video Recorder (NVR)	<ul style="list-style-type: none"> <li>a. Check if date and time are correct in menu setup and correct for any faults.</li> <li>b. View quality of playback/retrieved images to ensure that recording has taken place.</li> <li>c. Check functionality and clean exterior of NVR</li> <li>d. Verify the recording time and date of NVR</li> <li>e. Check functionality and clean exterior of remote viewer</li> <li>f. Clean and adjust cameras</li> <li>g. Footage must be available for a minimum of two months</li> </ul>

*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.**

  
**ALBERT N. PINEDA**  
 Bank Officer V

## 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 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

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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 \_\_\_\_\_.

NOTARY PUBLIC

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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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**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		
Gentlemen: 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>		
<b>Anti-Money Laundering Council</b> Rm. 507, 5/F EDPC Building Bangko Sentral ng Pilipinas Complex A. Mabini Street Malate 1004, Manila, Philippines  Contact Person: _____ Contact No.: _____					
<b>Delivery Term:</b>			<b>Payment Term:</b> Within 30 days from 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>
Total Amount* in Words: _____			<b>Only</b>	(*inclusive of 12% VAT and other incidental expenses)	
<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>		
<b>MEL GEORGIE B. RACELA</b> Executive Director					
<b>Supplier's Conforme:</b>			<b>Date:</b>		
_____ <i>[Signature over Printed Name of Supplier's Representative]</i>					
<b>Fund Cluster :</b>					
<b>ORS/BURS No.:</b>		<b>ORS/BURS Date:</b>		<b>Amount: PHP</b>	
<b>Certified by:</b>			<b>Date:</b>		
<b>MA. ESMERALDA A. NORADA</b> Manager, Financial Services Division					