



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT

18 October 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **COMMON-USE SUPPLIES AND EQUIPMENT (APP 2021-0002)**.


As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 25 October 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307  
**Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

 Digitally signed  
by Tana-Caguia  
Krishna Aira  
Angeles

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head  
National Privacy Commission  
(02) 8234-2228 loc. 127

Ref No.: RFQ-2021-0002

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION  
COMMON-USE SUPPLIES AND EQUIPMENT**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 733,400.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Technical Requirements/Specifications</li> <li>2. Payment and Delivery</li> </ol> </li> </ul>			- _____  - _____
<b>TOTAL</b>						

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

COMMON-USE SUPPLIES AND EQUIPMENT

I. BACKGROUND

The National Privacy Commission is an independent body mandated to administer and implement the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protection. To sustain the daily operations of the Commission and create a productive working environment in the office, provision of required office supplies and equipment is necessary.

II. OBJECTIVES

To procure the common-use supplies and equipment requirements for the 4<sup>th</sup> quarter of FY 2021 in accordance with the approved FY 2021 APP-CSE.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

1. The supplier shall be able to supply or provide the following items with minimum quantity requirement:

Unit	Item Description	Quantity
roll	Acetate, thickness: 0.075mm (gauge #3)	2
tube	CUTTER BLADE for heavy duty cutter	20
box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	75
pieces	CORRECTION TAPE, film base type, UL 6m min	30
pieces	CUTTER KNIFE, for general purpose	20
pieces	DATA FOLDER, made of chipboard, taglia lock	100
pieces	DATING AND STAMPING MACHINE, heavy duty	10
pack	TISSUE, interfold paper towel	200
pack	Trashbag GPP Specs black 940mmx106mm	30
roll	TWINE plastic, one (1) kilo per roll	5
pieces	ERASER, FELT, for blackboard/whiteboard	5
box	Fastener Plastic 07mm	50
roll	TAPE, electrical, 18mm x 16m min	10

bundle	FOLDER, FANCY, for legal size document	4
pack	FOLDER, TAGBOARD, for legal size documents	25
box	INDEX TAB, self-adhesive, transparent	18
pieces	Plastic binder ring (10mm)	30
pieces	Plastic binder ring (16mm)	30
pieces	MARKER, PERMANENT, bullet type, black	36
pieces	MARKER, whiteboard, red, felt tip, bullet type	36
pads	Note pad, stick on 50mm x 100mm ("3x4")min	50
pads	Note pad, stick on 50mm x 76mm ("2x3")min	100
pads	Note pad, stick on 76mm x 76mm ("3x3")min	100
box	PAPER CLIP, vinyl/plastic coat, length: 33mm mi	61
box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	36
pieces	PENCIL SHARPENER, manual, single cutter head	8
pieces	PUNCHER, paper, heavy duty, with two hole guide	10
bundle	Rag, all cotton 32 pieces per kilo gram min	15
pieces	FLASH DRIVE, 16 GB capacity	80
unit	MOUSE, optical, USB type, wireless	50
unit	PAPER SHREDDER, cutting with paper capacity atleast 15 sheets, bin capacity atleast 35 liters	17
pack	INDEX CARD white 5x8 50s ruled both side, 500s	10
pack	FLAGLETS, stick on, 5 colors 100/packs	200
book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	30
pieces	RULER, plastic, 450mm (18"), width: 38mm min	10
pieces	Face Shield, direct splash protection	386
box	Surgical Mask	400
rolls	Laminating Film 250microns (9inchX50meters)	3
reams	Colored Paper, Gray A4 size	5
pcs	Ballpen, Blue	160
rolls	Tape, Packaging 48mm	50
bulbs	'Led Bulb, 6W White	200
pieces	STAPLER, STANDARD TYPE, LOAD CAP 200 (STAPLER ORD #35)	50
pieces	Laptop Charger for ACER TM T259-MG	8
pieces	Panther Extension Cord 5M(PSP-0394)surge SURPRESSOR	10
unit	Whiteboard (3ft x 5ft)	3
box	Balikbayan box (XL)20x20X20INCH	3
pieces	Certificate Holder (A4size)	25
roll	Duct tape, 48mm x 10m	15
pack	'Photo paper glossy 4A 200gsm 10/pcs per pack	50
pieces	'LED tube light 18w double ended 18w	100



pieces	Rectagular plastic storage Tray Basket 20liters (L=14 W=17 H=9)	25
pack	Sticker paper A4 neon orange color 10pc/pack 80gsm	5
pack	Sticker paper A4 white 10pc/pack 80gsm	40
pack	Vellum Board, White Short, 10's/pack	100
pack	Board paper IVORY 170gsm 8.5x13inch, 10s	12
roll	TAPE, DOUBLE SIDED, 24mm	80
reams	Colored Paper (Green), A4 size	20

2. The supplier/provider shall provide warranty/replacement in cases that the above-mentioned items found defective and/or produces low quality outputs.

#### IV. PAYMENT AND DELIVERY

The supplier shall issue delivery receipt within thirty (30) calendar days upon receipt of the Purchase Order. Processing of payment will be made after the complete supply and delivery, inspection and acceptance by the Inspection Committee, Supply Officer and End User.


#### V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

General Appropriations Act FY 2021 (RA11518) under APP Item No. 2021-0002 with ABC of Seven Hundred Thirty-Three Thousand and Four Hundred (Php733,400.00) pesos inclusive of all applicable charges and taxes.

Prepared by:

**JOEL T. PACTULINGAN JR**  
Administrative Officer III, ASD

Noted by:

SGD.   
**MARILOU C. LEELIAN**  
OIC-Chief, ASD

Approved by:

  
**ATTY. MANUEL C. SATUITO**  
Director IV, FAO

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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 Bidder] 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 Bidder];

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

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], 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 [Name of the Procuring Entity], as shown in the attached duly notarized 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 [Name of the Procuring Entity], 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 Bidder] 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, **by itself or by relation, membership, association, affiliation, or controlling**

**interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 Bidder] 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 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;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. *[Name of Bidder]* 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.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBE AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant having exhibited to me his/her \_\_\_\_\_ issued on/valid until \_\_\_\_\_.

Doc. No.: \_\_\_\_\_

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