



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION  
MULTI-FUNCTIONAL PRINTER**

22 November 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **MULTI-FUNCTIONAL PRINTER (APP 2020-0209)**. 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., 29 November 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. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; and
4. 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

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BAC Secretariat Head

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<sup>1</sup> **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

**NOTE:** Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

Ref No.: RFQ-2020-0209

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION  
MULTI-FUNCTIONAL PRINTER**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 500,000.00)		Compliance (Manifest your compliance by <u>writing</u> "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 (as applicable):

- 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**

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**TERMS OF REFERENCE**

**MULTI-FUNCTIONAL PRINTER**

**I. BACKGROUND**

The purchase of multifunctional printer was recognized as essential to the performance of daily tasks of the NPC employees. It is used for reproducing important records and files for submission and compliance to oversight agencies and inter-office requirements. In accordance with the data under the Administrative Services Division, it is more advantageous for the Commission to procure its own high volume multifunctional printers than to avail rental services. Since there were months that the number of copies produced in the copier is below to the number of copies equivalent to the monthly rental fee.

In addition to that, rental services is required to undergo procurement annually, and in consideration that the bulk of reproduction of file records as compliance to oversight agencies is in every 1<sup>st</sup> qtr. of the year, there is a tendency that the services of the printer will be interrupted which may have additional cost to the Commission since we have to procure emergency copier services outside. Also, the multifunctional printer also has the ability to retain copies of files that was reproduced so there is a tendency that if it's under rental services once it was pulled out from the Commission some of the copies of the file will be retained in the machine which may result into Data Privacy Breach.

So as not to interrupt the provision of printing services and to preserve the confidentiality of files, documents, and records of the National Privacy Commission, the procurement of multifunctional printer is hereby necessary for general use of the NPC personnel for high volume printing and copying either in colored and Black&white format.

**II. OBJECTIVES**

To procure high volume Multi-Functional Printers in response to the general requirements of the NPC employees in the performance of their daily tasks and compliance to oversight agencies.

**III. TECHNICAL REQUIREMENTS/SPECIFICATIONS**

1. The **Five (5)** multi-functional printers will be stationed in the following areas of NPC Office:

- a. General Records Units
  - b. Complaints and Investigation Division
  - c. Human Resource Development Division
  - d. East Wing Lobby
  - e. West Wing Lobby
2. The Multi-Functional Printers should have:
    - Capability to print, copy, scan and fax
    - Both black & white and colored format
    - At least 5 copies per minutes or more
    - Built in reversible automatic document feeder
    - Stackless automatic duplex unit
    - Built in electronic sorting A4 to A3
    - At least, 1,150 sheets paper per capacity
    - At least 25 % to 400% reduction and enlargement
    - At least 256 password protection for access limitations
    - Universal design touch screen control panel
    - Energy saving mode
    - Meet ENERGY STAR guidelines
    - Toner cycle mechanism
    - Generating reports on the volume of printing
    - At least 17,000 and 500 minimum meter count for black/white and colored, respectively for each unit
  3. The Supplier/provider shall provide warranties or replacement in case the units and/or parts found defective.
  4. The supplier/provider shall provide demonstration of the product/equipment.
  5. The evaluation of the equipment shall include, but not limited to:
    - Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.
    - Will be done through End-User acceptance testing along with the NPC Inspection Committee.

#### IV. PAYMENT AND DELIVERY

Payment for the services should be in send bill arrangement and will be processed upon receipt of the billing statement/Sales Invoice/Statement of Account, Delivery Receipt and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and end-user.

Full Delivery shall be on/or before December 15, 2021.

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

This procurement item is included in the Continuing Annual Procurement Plan FY 2020 under APP Item No. 2020-0209 with an Approved Budget for the Contract (ABC) of Five Hundred Thousand Pesos only (Php500,000.00) inclusive of all taxes and charges.

This item is included in the Endorsed Amended ISSP FY 2018-2020 last October 22, 2020, pages 66 and 86 under ICT Equipment with item name Mid-range-All-in-one / Multifunction - Laser Printer.

Prepared by:

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

Noted by:

  
SGD.  
**ROBELYN M. CRUZ**  
Vice-chairperson, IMISU

Approved by:

  
**VANDELFT R. IDANAN**  
Head Executive Assistant

**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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