



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
DIGITAL CAMERA
(INCLUDE DSLR, IF ANY)

24 November 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **Digital Camera (Include DSLR, if any) (APP 2021-0169)**. 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., 01 December 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. Income/Business Tax Return;
4. Notarized Omnibus Sworn Statement with applicable attachments¹; and
5. 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 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

¹ **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.

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2021-0057

**TECHNICAL SPECIFICATION
DIGITAL CAMERA
(INCLUDE DSLR, IF ANY)**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 990,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>every item</u>)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Requirements/Specifications 2. Payment and Delivery 			- _____ - _____
TOTAL						

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)

Ref No.: RFQ-2021.0057

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

FOR THE PROCUREMENT OF DIGITAL CAMERA (INCLUDING DSLR, IF ANY)

I. BACKGROUND

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection and fair information rights and responsibilities as stated in the Section 9.c of the Implementing Rules and Regulations of DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. In order to fulfill these tasks, the division will develop, implement and organize various activities, programs and projects. Another way for the division to effectively disseminate information is by producing Audio-Visual Presentations (AVPs). In this regard, the division proposes to purchase a digital camera to shoot videos and photos that could be used for various purposes such as AVPs and event coverage.

II. OBJECTIVES

The purpose of acquiring the digital camera is to aid PIAD in promoting data privacy through various multimedia materials such as AVPs. The digital camera will use to shoot videos and photos that could enhance the quality of the AVPs. This also could be used by other divisions for documentation purposes in dispensing their division's mandate and events organized by the Commission.

III. SPECIFICATIONS

MIRRORLESS DIGITAL CAMERA WITH LENS

Quantity	1
Pixels	Actual: 25.3 Megapixel Effective: 24.2 Megapixel
Maximum Resolution	6000 x 4000
Aspect Ratio	3:2, 16:9
Sensor Type	CMOS
Sensor Size	35.6 x 23.8 mm

File Format	JPEG, Raw, JPEG & Raw, XAVC S: MPEG-4 AVC/H.264, AVCHD: MPEG-4 AVC/H.264
Image Stabilization	Sensor-Shift, 5-Axis
Viewfinder	1.3 cm (0.5 type) electronic viewfinder (color), XGA OLED
Shutter speed	Still images: 1/8000 to 30 sec, Bulb Movies: 1/8000 to 1/4 (1/3 steps), up to 1/60 in AUTO mode (up to 1/30 in Auto slow shutter mode)
Memory card slot	SLOT1: Slot for SD (UHS-I/II compliant) memory card SLOT2: Multi slot for Memory Stick Duo/SD (UHS-I compliant) memory card
Lens mount	E mount
LCD Screen	7.5 cm (3.0-type) type TFT
Lens	24-70 mm F2.8 GM
Warranty	3 years

DIGITAL SINGLE-LENS REFLEX (DSLR) CAMERA (BODY)

Quantity	1
Pixels	Effective: 30.4 Megapixel
Image Resolution	6720 x 4480 (L) 4464 x 2976 (M) 3360 x 2240 (S1) 1920 x 1280 (S2) 720 x 480 (S3) 6720 x 4480 (RAW) 5040 x 3360 (M-RAW) 3360 x 2240 (S-RAW)
Aspect Ratio	3:2, 4:3, 16:9, 1:1
Sensor Type	CMOS
Sensor Size	approximately 36.0mm x 24.0mm
Processor Type	DIGIC 6+
File Format	JPEG, RAW, RAW + JPEG, MOV / MP4
Image Stabilization	Lens-shift type
Viewfinder	Eye-level pentaprism
Shutter speed range (sec.)	30 - 1/8000, Bulb
Memory card slot	Slot for CF card (Type I, UDMA Mode 7 supported) Slot for SD/SDHC*/SDXC* memory card * UHS-I cards compatible.
LCD monitor	3.2 inches
Lens mount	EF

Warranty	3 years
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DIGITAL SINGLE-LENS REFLEX (DSLR) CAMERA WITH KIT LENS

Quantity	4
Pixels	32.5
Image Resolution	6960 x 4640 (L) 4800 x 3200 (M) 3472 x 2320 (S1) 2400 x 1600 (S2) 6960 x 4640 (RAW/C-RAW)
Dimensions	140.7 x 104.8 x 76.8
Processor Type	DIGIC 8
Sensor Size	APS-C
File Format	JPEG, RAW, C-RAW, RAW + JPEG, MP4
Image Stabilization	Lens-shift type & In-body 5-axis electronic image stabilization
Viewfinder	Eye-level pentaprism
Shutter speed range (sec.)	OVF: 30 - 1/8000, Bulb Live View: 30 - 1/16000, (1/16000-1/10000, electronic shutter), Bulb
LCD monitor	3.0 inches
Memory card slot	SD, SDHC, SDXC, UHS-I , & UHS-II cards compatible
Kit Lens	18-55mm f/4-5.6
Warranty	3 years

- Supplier must be PHILGEPS registered and provide other related documents required by the BAC Secretariat
- Must accept “send bill” payment terms

IV. PAYMENT AND DELIVERY TERMS

Payment shall be made upon issuance of certification that the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered, which have been duly inspected and accepted.

Full delivery shall be thirty (30) working days after the issuance of Notice to Proceed/Work Order/Purchase Order. If the 30th day falls on a weekend or a holiday, delivery must be on the working day without penalty.

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

Source of Fund:

NPC APP FY 2021 with item No. 2021-0057 and NPC ISSP FY 2021-2023 -
under ICT Machineries and Equipment, pages 53 and 71.

Approved Budget for the Contract:

Nine hundred ninety thousand pesos only (P 990,000.00).

The mode of procurement shall be Small Value Procurement.


Prepared by:

Acoba Ma Aiza Patricia Gacutan
Digitally signed
by Acoba Ma Aiza
Patricia Gacutan
MA. AIZA PATRICIA G. ACOBA
Information Officer I, PIAD

Reviewed by:


Digitally signed by
Chin Roren
ROREN MARIE M. CHIN
Chief, PIAD

Approved by:


Digitally signed by
Alzona Ivin Ronald De
Mesa
ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV

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

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.: _____

Page No. _____

Book No.: _____

Series of 20_____