



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
SEMI-EXPENDABLE ICT EQUIPMENT/SUPPLIES

02 December 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **Semi-expendable ICT Equipment/Supplies (APP 2020-0070)**. 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., 07 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. Notarized Omnibus Sworn Statement with applicable attachments¹; 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 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-2020-0070

**TECHNICAL SPECIFICATION
SEMI-EXPENDABLE ICT EQUIPMENT/SUPPLIES**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 381,000.00)		Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in 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-2020-0070

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

PROCUREMENT OF SEMI-EXPENDABLE ICT EQUIPMENT/SUPPLIES

I. BACKGROUND

The National Privacy Commission (NPC) is the country's privacy watchdog; 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.

II. OBJECTIVES

These semi-expendable ICT supplies will be used as portable storage device, replacement for unserviceable unit and to upgrade old existing laptops and desktops to improve its performance.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

Items	Qty	BUDGET	Minimum requirements
DSLR memory card/ SD card	5	19,000.00	<ul style="list-style-type: none">Capacity: 256 GBDimensions (WxHxD): 0.59"x0.43"x0.04"Class:Grade 3, Class 10Read Speed: Up to 100MB/sWrite Speed: Up to 90MB/sWarranty: 1-year warrantyCertification: FCC, CE, VCCI, NATAAccessories: With SD Card Adapter
External hard drive	23	70,000.00	<ul style="list-style-type: none">Capacity: 1 TBWeight: 181g-205gStorage Media: 2.5" SATA HDDRotational Speed: 5400 RPMSystem Requirements: Windows 7, MS Windows 8, MS Windows 10, MAC OS 10.7 or later, Linux Kernel 2.6.31 or laterCertificates: CE/FCC/BSMIWarranty: 1-year warrantyKey Features:Military Grade Shockproof protection

			<ul style="list-style-type: none"> • With LED Light Indicator • Interface: Super Speed USB 3.1 Gen 1 / USB 3.0 compliant • Operation: DC 5V (Power supplied through USB) • Case Material: Durable anti-shock rubber/plastic case • Antivirus: Pre-installed Antivirus (Optional) • Accessories: With USB 3.0 cable and product manual in english
ICT Supplies and Materials	69	292,000	<ul style="list-style-type: none"> • Item: Internal Solid State Drive (SSD) Storage • Form Factor: 2.5 inch • Interface: SATA 6 Gb/s • Capacity: 512GB • Sequential Read Speed: Up to 550 MB/sec • Sequential Read Speed: Up to 520 MB/sec

Item	ABC
DSLR memory card/ SD card	19,000
External hard drive	70,000
ICT Supplies and Materials	292,000
TOTAL	381,000.00

IV. PAYMENT AND DELIVERY

Delivery schedule: on or before December 15, 2021.

For the inspection committee and end-user, the evaluation shall include, but not limited to:

1. Evaluation of the devices will be done through End-User acceptance testing along with the NPC Inspection Committee.
2. Physical checks on the item for any deformation, dents and cracks and the completeness of the device for its physical and visual examination.


Payment shall be made when the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

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

Source of Fund: 2020 Continuing Appropriation Annual Procurement Plan (APP), Endorsed Amended ISSP FY 2018-2020 page 109 under item name Semi-expendable ICT equipment/supplies.


Approved Budget for the Contract: Three Hundred Eighty-One Thousand Pesos Only (P 381,000).

Prepared by:




MOSLEMEN M. MACARAMBON
ITO I, IMISU

Noted by:



ROBELYN M. CRUZ
Vice Chairperson, IMISU

Approved by:



Digitally
signed by
Idanan
Vandelft Rimas
VANDELFT R. IDANAN
Head executive assistant
Office of the Privacy Commissioner

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_____