



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**Other Office Supplies and Materials**

6 October 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure other supplies and materials.

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 **4:00pm, 9 October 2020**.

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

1. 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; 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

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



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**TECHNICAL SPECIFICATION**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	Lot	1	<b>TECHNICAL SPECIFICATIONS</b>  <b>Other Office Supplies and Materials</b>  Toner cartridge for Fuji Xerox 3065 -Quantity: 3 cartridges Drum cartridge for Fuji Xerox 3065 -Quantity: 1 cartridge Ink cartridge for Epson L3110 -Quantity: 15 sets Ink cartridge for Brother for DCP-T710W -Quantity: 10 sets Ink cartridge for Brother for MFC-J2730DW-Quantity: 10 sets			
				<b>Total</b>	<b>Php107,000.00</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" to each requirement mentioned above.
- IV. Delivery shall be completed within forty-five (45) days from receipt of Purchase Order unless a different date is specified.
- V. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- VI. Payment shall be prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes monthly.

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

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