



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF BOOKSHELVES**

4 November 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **two (2) Bookshelves**.

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 **4:00 P.M., 6 November 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; and
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

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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 (Php 30,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	unit	2	<p>A. TECHNICAL SPECIFICATIONS</p> <ol style="list-style-type: none"> <li>1. Made of teak veneered plywood</li> <li>2. Natural lacquer finish</li> <li>3. Measure: 1275mm high x 1200mm wide x 355mm deep</li> <li>4. Divided in two compartments</li> <li>5. Fitted with glass doors, handles, catches and locks</li> <li>6. Three adjustable shelves of 20mm plywood with teak edges for each compartment</li> <li>7. Each adjustable shelf is supported at each end by two Dowel-type bearers which are secured to holes horizontally 230mm apart</li> </ol> <p>B. TERMS OF SERVICE</p> <ol style="list-style-type: none"> <li>1. Minimum one (1) year warranty on part and services</li> </ol>			
<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" 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.



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- V. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- VI. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VII. Send bill arrangement

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

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