



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**Various Common-use Supplies**

16 September 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **Various Common-use Supplies**.

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 **21 September 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	
	lot	1	<b>TECHNICAL SPECIFICATIONS</b> <b>Various Common-use Supplies</b> Ballpen black, 35 packs Ballpen blue, 35 packs Ballpen red, 35 packs Colored paper blue, A4 size, 30 reams Colored paper green, A4 size, 30 reams Colored paper orange, A4 size, 30 reams Colored paper pink, A4 size 30 reams Colored paper yellow, A4 size 15 reams Double sided tape (24mm) 50 rolls FLAGLETS, stick on, 5 colors, 100per pack, 350 packs Index card, 1/2, 15 packs TRAY, In & Out Document Tray, 3 Layers, 150 pieces Vellum Board, A4 size, 15 packs LED, Fluorescent Lamp, 18watts, 50 pieces	22.00 22.00 22.00 501.00 501.00 501.00 501.00 501.00 501.00 30.00 30.00 50.00 575.00 40.00 250.00 <b>Grand Total</b>	770.00 770.00 770.00 15,030.00 15,030.00 15,030.00 15,030.00 7,515.00 1,500.00 10,500.00 750.00 86,250.00 600.00 12,500.00 <b>Php182,045.00</b>	

Instruction to bidders.

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead and signed by the duly authorized representative.
- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- IV. Delivery shall be completed within thirty (30) to forty-five (45) days from receipt of Purchase Order to 5<sup>th</sup> F Delegation Building, PICC, Pasay City.
- 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 thirty (30) days from receipt of billing.

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

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