



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION  
RENTAL OF MULTI-FUNCTIONAL PRINTER**

9 February 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to rent two (2) units of Multi-Functional Printers.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than 4:00 P.M., 15 February 2021.

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. Income/Business Tax Return
4. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; 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](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

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

---

<sup>1</sup> **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 and its attachment must specifically state the name of this procurement.



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 600,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	lot	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Supplier Qualifications</li> <li>3. Documentary Requirements</li> <li>4. Delivery Terms</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. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VI. Payment shall be processed upon receipt of monthly Meter Readings, Equipment Checkup report, and Billing Statement.
- 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, unless a different delivery term is provided in the Technical Specifications.

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

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



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**RENT OF TWO (2) UNIT MULTI-FUNCTIONAL PRINTER  
FOR THE NATIONAL PRIVACY COMMISSION**

**I. Background**

The leasing of multifunctional printer is being proposed in recognition of the need of each unit in the NPC to help in the delivery of performance of daily tasks of employees, particularly in providing administrative support as the NPC has been embarking on digital filing of records through scanning of important documents for easy retrieval and sending of copies, when requested.

The NPC is looking for a multifunctional printer that offers the convenience of combine functionalities of a printer, scanner, copier and a fax machine into a single piece of hardware to save space considering the limited area being leased by NPC.

The requested units will be stationed at the East and West Wing of the NPC Offices for general use.

**III. Specifications**

**A. Technical**

**Multifunctional printer**

- Print, copy, scan, fax
  - At least 5 copies per minute or more
  - Built in reversible automatic document feeder
  - Stackless automatic duplex unit
  - Built-in electronic sorting A4 to A3
  - At least 1,150 sheets paper per capacity
  - At least 25% to 400% reduction and enlargement
  - At least 256 password protection for access limitations
  - Universal design touch screen control panel
  - Energy saving mode
  - Meet ENERGY STAR guidelines
  - Toner recycle mechanism
  - Generation reports on the volume of printing
- 
- The supplier must offer at least the following number of copies for the allocated budget for the rental duration *(based on the historical consumption of previous leased units)*:



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

Type of print	Number of Copies
Black and white	320,000
Colored	20,000

**B. Supplier Qualifications**

- Monthly equipment checkups and meter reading, with reports to be submitted to the Administrative Services Division (ASD) to form part of the supporting documents for processing of payment
- Continuous improvement of rental system: model upgrading or availment of backup unit at no extra cost
- Submit plan to ASD as to ink or toner replenishment supplies and ensure availability to prevent disruption of service
- Availability always of spare parts and consumables
- Must be able to respond within three (3) hours from receipt of report/technical problem from ASD personnel
- Ensure the level of security and confidentiality of the leased equipment to prevent vulnerable entry points for data breaches or malicious attacks
- Ensure prompt submission to ASD of Meter Readings, Equipment Checkup report, and Billing Statement for timely processing of monthly payment

**C. Documentary Requirements**

- The Supplier must have PHILGEPS registration, BIR or Mayor's permit, and other related documents as required by BAC Secretariat.
- Must accept 'send bill' payment terms



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**D. Delivery Terms**

- 
- The rental will cover CY 2021 requirement to start from the following period hereunder indicated until 31 December 2021 or upon exhaustion of funds, whichever comes first:
    - One (1) unit shall be delivered on 28 February 2021
    - One (1) unit shall be delivered on 07 March 2021
  - Payment shall be processed upon receipt of monthly Meter Readings, Equipment Checkup report, and Billing Statement

**IV. Approved Budget for the Contract**

ABC = Php 600,000.00 inclusive of VAT

Prepared by:

(sgd)  
**MARIA DONABELLA TAVORA**  
SAO, ASD

Reviewed by:

(sgd)  
**MARIA DELIA PRESQUITO**  
Division Chief, ASD