



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

**REQUEST FOR QUOTATION
SEMI-EXPANDABLE ICT EQUIPMENT/SUPPLIES**

29 January 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure SEMI-EXPANDABLE ICT EQUIPMENT/SUPPLIES.

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., 02 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. 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, Pasay City

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

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 and its attachment must specifically state the name of this procurement.



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TECHNICAL SPECIFICATION

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 389,000.00)		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"> 1. Technical Specifications 2. Delivery Terms 3. Instructions to Vendors/Vendor's Qualifications 4. Evaluation Process 5. Payment Terms 			
TOTAL					

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 made when the goods has been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of the goods delivered and upon issuance of the Inspection and Acceptance Certification by the Inspection and Acceptance Committee.
- 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)



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SEMI-EXPENDABLE ICT EQUIPMENT / SUPPLIES

**SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT
EQUIPMENT / SUPPLIES FOR THE NATIONAL PRIVACY
COMMISSION**

3rd Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1308
URL: <http://privacy.gov.ph> Email Address: info@privacy.gov.ph



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NATIONAL PRIVACY COMMISSION

TABLE OF CONTENTS

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT / SUPPLIES FOR THE NATIONAL PRIVACY COMMISSION	1
TERMS OF REFERENCE	3
I. BACKGROUND	3
II. PURPOSE	3
III. TECHNICAL SPECIFICATIONS	3
IV. MODE OF PROCUREMENT	7
V. NATURE OF PROCUREMENT	7
VI. SOURCE OF FUND AND APPROVED BUDGET FOR THE CONTRACT (ABC)	7
VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS	8
VIII. EVALUATION PROCESS	8
IX. PAYMENT TERMS	9



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NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

I. BACKGROUND

The National Privacy Commission (NPC) is currently in a working from home setup. This ICT supply is to boost the productivity of the employees working from home.

II. PURPOSE

The use of these ICT supplies is to help work efficiently and productively at home. Mobile Pocket Wi-Fi for internet connection, Extension Cord to power multiple devices used for communication and working from home, Flash Drive for transferring files, and taking file backups, web cam and studio lighting for making video conference, two-way radio for communication and other materials to replenish or replace old broken supplies.

III. TECHNICAL SPECIFICATIONS

Items	Qty	ABC	Minimum requirements
DSL.R memory card/ SD card	6	19,000.00	<ul style="list-style-type: none"> Capacity: 256 GB Dimensions (WxHxD): 0.59"x0.43"x0.04" Class:Grade 3, Class 10 Read Speed: Up to 100MB/s Write Speed: Up to 90MB/s Warranty: 1-year warranty Certification: FCC, CE, VCCI, NATA Accessories: With SD Card Adapter
Two factor hardware based authenticator	2	8,000.00	<ul style="list-style-type: none"> 5 NFC model - Two Factor Authentication USB and NFC Security Key OS Compatibility: Windows, Mac OS X, Linux Supported protocols: U2F and FIDO2

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			<ul style="list-style-type: none"> • Security: Secure element hardware to protect cryptographic keys • Crypto Algorithms: ECC p256 • Interface: USB-A, Fits USB-A Ports and Works with Supported NFC Mobile Devices • Size: 18mm x 45mm X 3.3mm, 3g
External hard drive	25	70,000.00	<ul style="list-style-type: none"> • Capacity: 1 TB • Weight: 181g-205g • Storage Media: 2.5" SATA HDD • Rotational Speed: 5400 RPM • System Requirements: Windows 7, MS Windows 8, MS Windows 10, MAC OS 10.7 or later, Linux Kernel 2.6.31 or later • Certificates: CE/FCC/BSMI • Warranty: 1-year warranty • Key Features: <ul style="list-style-type: none"> • Military Grade Shockproof protection • 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
Multi-function printer	5	72,000.00	<ul style="list-style-type: none"> • Function: Print, Scan, Copy • Print Speed: Black 24ipm / Colored 24ipm • Paper Support: A4, Legal and etc. • Duplex Printing: Must support duplex printing <p>Network Connection: Must support networking printing, scanning, copying</p>

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USB wireless adapter (Wifi Dongle)	40	20,000	<ul style="list-style-type: none"> • Interface: USB 2.0 • Dimensions (W x D x H): 1.6 x 0.7 x 0.3 inch or smaller • Wireless Standards: At least IEEE 802.11b, IEEE 802.11g, IEEE 802.11n • Frequency: 2.400 – 2.4835 GHz • Signal Rate: 11b: Up to 11 Mbps (dynamic) • 11g: Up to 54 Mbps (dynamic) • 11n: Up to 150 Mbps (dynamic) • Reception Sensitivity: 130M: -68dBm@10%PER • 108M: -68dBm@10% PER • 54M: -68dBm@10% PER • 11M: -85dBm@8% PER • 6M: -88dBm@10% PER • 1M: -90dBm@8% PER • Transmit Power: <20dBm • Wireless Modes: Soft AP Mode; Client Mode (support Ad-hoc/Infrastructure network) • Wireless Security: Supports any of the following: 64/128 WEP, WPA/WPA2, WPA-PSK/WPA2-PSK (TKIP/AES) • System Requirements: Works in Window 10/8.1/8/7, Mac OS X
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ICT SUPPLIES		
Items	Quantity	Minimum Requirements
Mobile Pocket Wi-Fi	5	<ul style="list-style-type: none"> • 4G LTE supported with up to 150 Mbps download and 50 Mbps upload speeds • Open line to all networks • Supports up to 10 devices simultaneously • Screen Display • 2000mAh battery for up to 8 hours of working

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NATIONAL PRIVACY COMMISSION

		<ul style="list-style-type: none"> At least 1-year warranty
Extension Cord	14	<ul style="list-style-type: none"> Overload Protection: 10A Rated power: 2500W Three USB: 5V 3.1A(TYP) Flame retardant: Yes Cable Length: 1.8M At least 1-year warranty
Solid State Drive Storage	10	<ul style="list-style-type: none"> Size 240 to 256 GB Interface must be SATA Form Factor 2.5 inch At least 3-years warranty
SSD Caddy SATA	10	<ul style="list-style-type: none"> Must be compatible with ACER Travel Mate P259-MG Laptop Must be compatible with SSD SATA 2.5 inch
Tripod	2	<ul style="list-style-type: none"> Load Capacity: 1.5 kg Max Height: 55.2" At least 1-year warranty
Condenser Microphone	1	<ul style="list-style-type: none"> Element Condenser Polar Pattern Cardioid USB Powered Bit Depth 16 bit With headphone input At least 1-year warranty
SD Card Reader	1	<ul style="list-style-type: none"> Supports UHS-II Card Speeds OS Windows, Mac, Linux, & Chrome Compatible Interface USB 3.0/3.1 SDXC SD Card Slot At least 1-year warranty
Battery Pack	2	<ul style="list-style-type: none"> Chemistry: Lithium-Ion Output Voltage: 7.2 VDC Compatibility: Canon EOS 7D Mark II, 7D, 5D Mark II, 5D Mark III, 5D Mark IV, 5DS, 5DS R, 60D, 60Da, 70D, and 6D Cameras Dimension: 2.2 x 0.8 x 1.5" / 5.6 x 2.0 x 3.8 cm
Battery Grip	1	<ul style="list-style-type: none"> Comfort and Control in Vertical Position Vertical Position Shutter Release Button Holds Up to Two LP-E6/LP-E6N Batteries Dust- and Water-Resistant Construction Compatibility: EOS 6D Mark II At least 1-year warranty

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Web Cam	6	<ul style="list-style-type: none"> • Support 1080P / 720P • Microphone built-in: Yes • Operating System Support: Windows & Mac • At least 1-year warranty
Two-Way Radio	4	<ul style="list-style-type: none"> • Frequency Range: 400 – 470 MHz • Channel Capacity: 16 • Channel Spacing: 25 kHz • Battery: 1000 MAh • At least 3-months warranty
Studio Lighting	2	<ul style="list-style-type: none"> • Color Temperature: up to 5500k • Variable Controlled Temperature: Good to have • Power: 36 watts; higher is better • At least 1-year warranty

IV. MODE OF PROCUREMENT

The mode of procurement shall be: Small Value Procurement (SVP).

V. NATURE OF PROCUREMENT

Classified as “Goods”, the ICT Supplies and Materials shall provide general support services in pursuit of all government undertaking by the NPC.

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

Source of Fund: Maintenance and other operating expenses, NPC 2020 Annual Procurement Plan, NPC ISSP (2019-2020)

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ITEMS	ABC (PPMP)
DSLR memory card/ SD card	19,000.00
Two factor hardware based authenticator	8,000.00
External hard drive	70,000.00
Multi-function printer	72,000.00
USB wireless adapter (Wifi Dongle)	20,000.00
ICT Supplies and Materials	200,000.00
TOTAL	389,000.00

Approved Budget: Three Hundred Eighty-Nine Thousand Pesos Only (P 389,000.00).

VII. DELIVERY TERMS

Date of delivery shall be within sixty (60) working days from receipt of Notice to Proceed.

VIII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

- Vendors must be a business operating in the Philippines
- Vendors must be PhilGEPS registered
- Vendors must accept send-bill payment term

IX. EVALUATION PROCESS

The evaluation shall include, but not limited to:

1. Inspection of items - physical checks on the items for any deformation, dents and cracks and the completeness of the device for its physical and visual examination.
2. Testing the devices to check if it is working properly when plugged in.

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X. PAYMENT TERMS

Payment shall be made when the Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of goods delivered and upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee.

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