



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

**PROCUREMENT OF OTHER SUPPLIES AND MATERIALS -
Toner/Ink/Ribbon Cartridge for Various Printer**

28 November 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **Toner/Ink/Ribbon Cartridge for Various 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., 02 December 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 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 81,540.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	set	20	Ink cartridge for Epson L3110			
2	Set	10	Ink cartridge for Brother for DCP-T710W			
3	Set	10	Ink cartridge for Brother for MFC-J2730DW			
4	Piece	8	Ribbon for Epson LX310			
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 through send bill arrangement upon issuance of the Certification of Completion and Acceptance.
- 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.

CONFORME: _____
 (Name of Supplier/Provider/Date)

BY: _____
 (Name/Position/Signature of Representative/Date)