



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**  
**PURCHASE OF FIRST AID KIT**

02 September 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends the **PURCHASE OF FIRST AID KIT (APP 2021-0141)**.


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 **5:00 P.M., 06 September 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the 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

 Digitally signed by  
Tana-Cagua Krishna  
Aira Angeles  
Date: 2021.09.02  
21:27:31 +08'00'

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head  
[bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph)

## TECHNICAL SPECIFICATION

### PURCHASE OF FIRST AID KIT

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 25,000.00)		Compliance (Manifest your compliance by <u>writing "COMPLY" in EVERY item</u> )
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the attached Terms of Reference (TOR) for:                             <ol style="list-style-type: none"> <li>1. Technical Requirements/ Specifications                                     <ul style="list-style-type: none"> <li>• Five (5) sets of first aid kits</li> <li>• One (1) standard wheelchair and one (1) stretcher</li> </ul> </li> <li>2. Payment and Delivery</li> </ol> </li> </ul>			
<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" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's or Business Permit and submit the original notarized Omnibus Sworn Statement (with attachments) and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- 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, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

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

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



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

---

TERMS OF REFERENCE

Purchase of First Aid Kit (~~to Office~~)

I. BACKGROUND

Item No. 2-C Part V of CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2020 "Occupational Safety and Health (OSH) Standards for the Public Sector", states that:

*"Emergency supplies such as fire extinguishers, medical first aid kits, etc. among others, must be adequate and ensured to be available all the time."*

In compliance with the above-mentioned provision, the National Privacy Commission thru the Human Resource Development Division shall provide first aid kits for the use of the employees regardless of employment status to be stationed at each Office namely Office of the Privacy Commissioner, Privacy Policy Office, Legal and Enforcement Office, Data Security and Compliance Office, Finance and Administrative Office.

Said kit is an assortment of supplies and equipment used to give immediate medical treatment. It is designed to provide initial and fast medical assistance to ill and injured persons due to accidents or emergency situations, thus, the necessity to procure not just to promote faster recovery but because it helps save lives particularly in life-threatening circumstances before the arrival of professional medical assistance or service.

II. OBJECTIVES

- To ensure that the Commission will be able to provide immediate emergency care to ill and injured employees to prevent escalation of the illness or injury.
- To ensure that the Commission will be able to provide first aid in times of disasters before arrival of professional medical assistance or service.
- To ensure that the Commission will be able to preserve life and promote recovery in case of emergencies, sudden illness or injury and occupational related accidents.

### III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

- The first aid kit should be in **five (5) sets** and must be stored in a **hard case box with compartmental organizers bearing the *First Aid Logo* and the *National Privacy Commission Logo*** with the following contents:

Quantity (pcs)	Particulars per First Aid Kit
10	Antiseptic cleansing wipes (sting free)
10	Alcohol cleansing pads
30	¾" x 3" Adhesive plastic bandages
5	1" x 3" Adhesive plastic bandages
35	3/8" x 1-1/2" Junior plastic bandages
5	1-1/2" x 1-1/2" Patch plastic bandages
2	2" x 4" Elbow & knee plastic bandages
2	2"x2" Gauze dressing pads
2	3"x3" Gauze dressing pads
1	2"x3" Dressing bandages
2	2'x3" Non-stick pad
2	Butterfly wound closures
1	Sterile eye pad, 1 2" x 4.1 yard conforming gauze roll bandage
1	½" x 5 yard First aid tape roll
20	Band aid (waterproof)
4	Vinyl gloves (pair)
1	Scissors
1	Tweezers
2	Medium safety pins (pack)
10	3" Cotton tipped applicators
1	Fully Automatic Blood Pressure Monitor Battery Operated or with AC/DC adapter

- The first aid kit includes **one (1) Standard wheelchair and One (1) stretcher** with the following specifications:

<p><b>Standard Wheelchair (Foldable)</b></p>	<ul style="list-style-type: none"> <li>• Black plated steel frame</li> <li>• Fixed arm rest and leg rest</li> <li>• Front 8" PVC castor wheels</li> <li>• Rear 24" PU spoke wheels</li> <li>• Ideal for home, office, hospital and mall use</li> <li>• Easy to load into cars or store</li> <li>• Leatherette design for easy cleaning</li> <li>• Seat Width: 49cm</li> <li>• Folded Dimension: 95x86x29cm</li> </ul>
--	---

<p><b>Stretcher (Foldable)</b></p>	<ul style="list-style-type: none"> <li>• Folded size: 110 x 18 x10 cm</li> <li>• Laid flat size: 220 x53 x14cm</li> <li>• Item weight: 5.5kg</li> <li>• Load capacity: 160 kg.</li> <li>• Surface made of nylon mesh.</li> <li>• Light weight, portable, easy to carry out and safety to use, etc.</li> </ul>
------------------------------------	---

**IV. PAYMENT AND DELIVERY**

- The date of delivery is within 15 working days upon receipt of the contract/PO, whichever is applicable;
- The NPC-HRDD shall process the payment upon receipt of the following documents submitted by the Supplier:
  - Statement of Account/Invoice/Billing
  - Delivery Receipt
- Delay in delivery shall be subject to penalties and charged to the account of the supplier.
- All payments shall be subject to existing budgeting, accounting and auditing laws, rules and regulations.

**V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

- Total ABC: **Php 25,000.00, inclusive of all taxes and charges**
- Fund Source: HRDD Budget FY 2021 – NPC APP FY 2021 Item Code: 0141
- Mode of Procurement: Negotiated Procurement - Small Value Procurement

Prepared by:

Sgd.   
**KIMBERLY ANN M. MEDINA**  
 Supervising Administrative Officer

Noted by:

Sgd.   
**ROSALY B. SANTOS**  
 Chief Administrative Officer

Approved by:

SGD.   
**MARILOU C. LEELIAN**  
 OIC-Director IV, FAO

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*