



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF LED KIOSK INDOOR OUTDOOR TOUCH SCREEN**

28 November 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **LED Kiosk Indoor Outdoor Touch Screen**.

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 **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](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-  
Caguia Krishna Aira  
Angeles  
Date: 2020.11.28  
13:49:48 +08'00'

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



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 200,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	lot	1	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <ol style="list-style-type: none"> <li>1. Specifications and other features</li> <li>2. Instruction to vendors/vendor's qualifications</li> <li>3. Payment 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 ten (10) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance.

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

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



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
PUBLIC INFORMATION AND ASSISTANCE DIVISION

**TERMS OF REFERENCE  
FOR THE PROCUREMENT OF LED KIOSK INDOOR OUTDOOR TOUCH  
SCREEN**

**I. BACKGROUND**

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection, and fair information rights and responsibilities as stated in the Section 9.c of the Implementing Rules and Regulations of the DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. In order to fulfill these tasks, the division will develop, implement and organize various activities, programs, and projects.

In this regard, the division proposes to purchase an LED Kiosk Display for indoor or outdoor use to aid in the execution of these activities.

**II. PURPOSE OF THE PROCUREMENT**

The purpose of acquiring an LED Kiosk Display is to provide support in the dissemination of knowledge and awareness on data privacy.

An indoor or outdoor digital signage will allow PIAD to widen its variety of visuals and advertisements when they are not only limited to their existing online and offline platforms. It is, in this regard, a good option to save money because it lessens the need for media buying. As it attracts walk-in clients or passers-by, it becomes a platform in its own right, and an effective component to the communication efforts of the division and the Commission as a whole.

**III. SPECIFICATIONS**

**QUANTITY: 1 unit**

<b>Display Size:</b>	55-inch, Touchscreen
<b>Touch Screen:</b>	Yes
<b>Resolution:</b>	1920x1080 (1080p)
<b>Backlight Type:</b>	LED
<b>Aspect Ratio:</b>	16:9 Widescreen

<b>Orientation:</b>	Portrait
<b>Usability:</b>	Indoor and Outdoor
<b>Operating System:</b>	Android
<b>Internal Storage:</b>	At least 8GB
<b>RAM:</b>	At least 2GB
<b>Placement Style:</b>	Floor Standing, with 4 wheels and Locking Casters

#### **OTHER FEATURES**

**Supported Photo Files:** JPEG, BMP, PNG, GIF, JPG

**Supported Video Files:** MPEG4, AVI, MP4, MKV, FLV, WMV, MOV

**Supported Audio Files:** MP3

#### **IV. MODE OF PROCUREMENT**

The mode of procurement shall be Small Value Procurement.

#### **V. NATURE OF PROCUREMENT**

This is classified under "Goods and Services". The procurement shall assist PIAD in its visuals, advertisements, and presentations during various events, exhibits, and related activities. The item shall also enable the Commission to grow its audience by it being able to attract walk-in clients and passers-by.

#### **VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

The approved budget for the contract is two hundred thousand pesos (P200,000.00) only.

#### **VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS**

- Supplier must previously have a similar transaction with any government agency
- Must accept "send bill" payment terms

#### **VIII. EVALUATION OF GOODS/SERVICES DELIVERED**

The evaluation will be done through End-User acceptance and shall follow the specified payment terms indicated in Section X of this document.

#### **IX. DELIVERY TERMS**

Delivery shall be made within 30 working days from issuance of Notice to Proceed/Purchase Order

## **X. PAYMENT TERMS**

Payment shall be made upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee upon verification that the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered, which have been duly inspected and accepted.

Prepared by:

(Sgd)  
**ANELLA VIANCHI G. AREVALO**  
*Copywriter, PIAD*

Noted by:

(Sgd)  
**ROREN MARIE M. CHIN**  
*Chief, PIAD*

Approved by:

(Sgd)  
**VANDELFT R. IDANAN**  
*Head Executive Assistant*