



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**  
**OTHER SUPPLIES AND MATERIALS -TONER CARTRIDGE AND DRUM FOR FUJI**  
**XEROX 3065**

15 March 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure OTHER SUPPLIES AND MATERIALS -TONER CARTRIDGE AND DRUM FOR FUJI XEROX 3065.

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 **9:00 A.M., 19 March 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; 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, Pasay City

**Attention to: ATTY. ANNA BENJIELINE R. PUZON**  
BAC Secretariat Head

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BAC Secretariat Head  
National Privacy Commission  
(02) 8234-2228 loc. 127



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**TECHNICAL SPECIFICATION**

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 38,750.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
3	cartridge	<i>NOTE: Please refer to the attached Terms of Reference for the following:</i> Toner cartridge for Fuji Xerox 3065	8,450.00	25,350.00	
1	cartridge	Drum cartridge for Fuji Xerox 3065	13,400.00	13,400.00	
<b>TOTAL</b>				38,750.00	

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, 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**

**ADMINISTRATIVE SERVICES DIVISION**

**OTHER SUPPLIES AND MATERIALS – TONER CARTRIDGE AND DRUM FOR FUJI  
XEROX 3065**

**BACKGROUND**

The National Privacy Commission (NPC) procured one (1) unit of FUJI brand xerox machine with model number Fuji Xerox Apeosport IV-3065 on 07 January 2020 and was assigned for exclusive use of Financial Planning and Management Division (FPMD). Noting the printing demand of FPMD in compliance to the requirements of oversight agencies, and to avoid disruptions in the performance of their functions/mandate as well as to maintain provision of quality service, there is a need to procure toners/drum cartridge for the specific printer model.

**MARKET STUDY**

Since ink and toner cartridges are designed for each specific printer model, it is necessary that a compatible part number must be procured for the specific model of machine owned by the NPC. The use of generic toner/drum cartridges is not advisable as it poses risk of damage to the printer and poor quality and durability of prints. Based on the product Quick User Guide<sup>1</sup>, the specific Toner Cartridge and Drum Cartridge Part Numbers for Fuji Xerox Apeosport IV-3065 are the following:

Customer Replaceable Units	Part Number	Qty per box
Toner Cartridge (25K)	CT202508	1 unit/box
Drum Cartridge	CT351089	1 unit/box
Finisher A/B1: ( For Single and Dual Stapling on Finisher A1 and Finisher B1)		
Staple Cartridge (50 sheets capacity)	CWAA0856	5000 staples (2 per box)
For Finisher B1: ( For Saddle Stapling on Finisher B1 only)		
Gutter Booklet Staple (15 sheets capacity)	CWAA0728	2000 staples (4 per box)

<sup>1</sup> <https://www.fujixerox.com.my/-/media/FXML/3,-d,-Support-and-Drivers/3,-d,-3-Tools-and-Guides/Quick-User-Guide/ApeosPortDocuCentre-V-306530602060.pdf?la=en>



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**RECOMMENDATION:**

Section 50(c) of Republic Act No. 9184 allows Direct Contracting for items which are sold by a provider who does not have any sub-dealer selling the product at a lower price and for which no suitable substitute can be obtained at more advantageous terms to the Government.

Market research showed that Otus Copy Systems Inc. is the Channel Partner in the Philippines for the Government Sector of FUJI XEROX Philippines Inc. They are allowed to sell, market, distribute, perform the warranty, maintenance and service on FUJI XEROX brand of photocopiers, printers, scanners, multifunctional devices and other products of FUJI XEROX as indicated in the attached Omnibus Sworn Statement (ANNEX A).

This Division expresses its intent to enter into direct contract with Otus Copy Systems Inc., for the purchase of three (3) CT202508 toner cartridges and one (1) CT351089 drum cartridge with a total approved budget of Php38,750.00.

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**SUPPLIERS RESPONSIBILITY**

1. Replace within 48 hours any newly delivered toner/drum found defective that maybe traceable to poor workmanship, use of poor-quality materials and non-compliance with the specifications.
2. Render technical support through phone calls or email within regular working hours from Monday to Friday, 8:00 am to 5:00pm for a period of six (6) months from the issuance of Inspection and Acceptance Report.

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**TERMS OF PAYMENT**

Processing of payment will be made after the complete supply, delivery and installation of toners/ drum cartridge within the prescribed period.

Prepared by:

Sgd.   
MARIA DONABELLA A. TAVORA  
Supervising Administrative Officer

Approved by:

Sgd.   
MARIA DELIA PRESQUITO  
Chief Administrative Officer