



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF PORTABLE ALL-IN-ONE PRINTER

22 December 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **supply and delivery of Portable All-in-one Printer**.

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., 28 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. 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 40,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	units	2	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <ol style="list-style-type: none"> 1. Technical Requirements 2. Terms of Service, Delivery and Payment 			
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 prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes monthly.

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

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



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TERMS OF REFERENCE

Portable All-in-one Printer

I. Background

The procurement of the said information and communications (ICT) equipment is needed to enhance the office productivity of NPC personnel and to be used during the out of office meetings, activities and conferences such as Budget hearings/deliberations and meetings with oversight agencies.

II. Technical Requirements

2 Units Portable all-in-one Printer

Specifications:

Printer Function	Single-Function
Power	Plugged, Built-in Rechargeable Battery
Black & White Print Speed	11 to 20 PPM
Weight (lbs.)	less than 5 lbs.
ENERGY STAR Compliant	Yes
Printer Max Paper Size	8.5" x 14" Legal
Number of Users	1-5 Users
Printer Connectivity	USB, Wireless
Maximum Printer Monthly Duty Cycle	At least 500 pages
Supported Paper Sizes	Letter, legal, statement, executive, envelopes, cards (3 x 5 in, 4 x 6 in, 5 x 8 in), photo (8 x 10 in, 5 x 7 in, 4 x 6 in, 3.5 x 5 in)
Photo Capable	Photo
Mobile Capability	Mobile Capable/ smart devices
Output Type	Color
System Requirements	Windows and mac OS
Printing Resolution	At least 1200 x 1200 dpi
Wireless Ready	Wireless
Wired connectivity	USB 2.0

III. Terms of Service, Delivery and Payment

- Minimum of one (1) year warranty on part and services
- Delivery shall be within thirty (30) working days upon receipt of Purchase Order of the supplier.
- Payment shall be made through Send-bill arrangement



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IV. Fund Source and Approved Budget for the Contract (ABC)

Fund for the ^{purpose} shall be sourced from FY2019 Continuing Appropriations Budget (R.A. No. 11464) under GAS-CO. The Approved Budget for the Contract (ABC) for this item (2 units of Portable all-in-one Printer) is FORTY THOUSAND PESOS (**Php 40,000.00**) inclusive of all applicable government taxes and other charges.

V. End-user:

Office of the Privacy Commissioner (OPC) and Finance and Administrative Office (FAO)

Prepared by:

Sgd.

MARK G. ENRIQUEZ
Administrative Officer IV

Noted by:

MARILOU C. LEELIAN
OIC-Chief, FPMD

Recommended by:

VANDELFT R. IDANAN
Head Executive Assistant

ATTY. JOHN HENRY D. NAGA
OIC- Director IV, FAO and
Deputy Privacy Commissioner

Approved by:

RAYMUND E. LIBORO
Privacy Commissioner