



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF SEMI-EXPANDABLE ICT EQUIPMENT/SUPPLIES**

22 December 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **supply and delivery Semi-expandable ICT Equipment/Supplies**.

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. 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

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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 389,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Delivery Terms</li> <li>3. Instructions to Vendors/Vendors' Qualifications</li> <li>4. Evaluation Process</li> <li>5. 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 and submit original Omnibus Sworn Statement 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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## **SEMI-EXPENDABLE ICT EQUIPMENT / SUPPLIES**

### **SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT / SUPPLIES FOR THE NATIONAL PRIVACY COMMISSION**



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

## TABLE OF CONTENTS

<b>SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT / SUPPLIES FOR THE NATIONAL PRIVACY COMMISSION .....</b>	<b>1</b>
<b>TERMS OF REFERENCE .....</b>	<b>3</b>
<b>I. BACKGROUND .....</b>	<b>3</b>
<b>II. PURPOSE .....</b>	<b>3</b>
<b>III. TECHNICAL SPECIFICATIONS .....</b>	<b>3</b>
<b>IV. MODE OF PROCUREMENT .....</b>	<b>7</b>
<b>V. NATURE OF PROCUREMENT .....</b>	<b>7</b>
<b>VI. SOURCE OF FUND AND APPROVED BUDGET FOR THE CONTRACT (ABC) .....</b>	<b>7</b>
<b>VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS .....</b>	<b>8</b>
<b>VIII. EVALUATION PROCESS .....</b>	<b>8</b>
<b>IX. PAYMENT TERMS .....</b>	<b>9</b>



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TERMS OF REFERENCE**

**I. BACKGROUND**

The National Privacy Commission (NPC) is currently in a working from home setup. This ICT supply is to boost the productivity of the employees working from home.

**II. PURPOSE**

The use of these ICT supplies is to help work efficiently and productively at home. Mobile Pocket Wi-Fi for internet connection, Extension Cord to power multiple devices used for communication and working from home, Flash Drive for transferring files, and taking file backups, web cam and studio lighting for making video conference, two-way radio for communication and other materials to replenish or replace old broken supplies.

**III. TECHNICAL SPECIFICATIONS**

Items	Qty	ABC	Minimum requirements
DSLR memory card/ SD card	6	19,000.00	<ul style="list-style-type: none"> <li>Capacity: 256 GB</li> <li>Dimensions (WxHxD): 0.59"x0.43"x0.04"</li> <li>Class:Grade 3, Class 10</li> <li>Read Speed: Up to 100MB/s</li> <li>Write Speed: Up to 90MB/s</li> <li>Warranty: 1-year warranty</li> <li>Certification: FCC, CE, VCCI, NATA</li> <li>Accessories: With SD Card Adapter</li> </ul>
Two factor hardware based authenticator	2	8,000.00	<ul style="list-style-type: none"> <li>5 NFC model - Two Factor Authentication USB and NFC Security Key</li> <li>OS Compatibility: Windows, Mac OS X, Linux</li> <li>Supported protocols: U2F and FIDO2</li> </ul>



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

			<ul style="list-style-type: none"> <li>• Security: Secure element hardware to protect cryptographic keys</li> <li>• Crypto Algorithms: ECC p256</li> <li>• Interface: USB-A, Fits USB-A Ports and Works with Supported NFC Mobile Devices</li> <li>• Size: 18mm x 45mm X 3.3mm, 3g</li> </ul>
	25	70,000.00	<ul style="list-style-type: none"> <li>• Capacity: 1 TB</li> <li>• Weight: 181g-205g</li> <li>• Storage Media: 2.5" SATA HDD</li> <li>• Rotational Speed: 5400 RPM</li> <li>• System Requirements: Windows 7, MS Windows 8, MS Windows 10, MAC OS 10.7 or later, Linux Kernel 2.6.31 or later</li> <li>• Certificates: CE/FCC/BSMI</li> <li>• Warranty: 1-year warranty</li> <li>• Key Features: <ul style="list-style-type: none"> <li>• Military Grade Shockproof protection</li> <li>• With LED Light Indicator</li> </ul> </li> <li>• Interface: Super Speed USB 3.1 Gen 1 / USB 3.0 compliant</li> <li>• Operation: DC 5V (Power supplied through USB)</li> <li>• Case Material: Durable anti-shock rubber/plastic case</li> <li>• Antivirus: Pre-installed Antivirus (Optional)</li> <li>• Accessories: With USB 3.0 cable and product manual in english</li> </ul>
<b>External hard drive</b>			
	5	72,000.00	<ul style="list-style-type: none"> <li>• Function: Print, Scan, Copy</li> <li>• Print Speed: Black 24ipm / Colored 24ipm</li> <li>• Paper Support: A4, Legal and etc.</li> <li>• Duplex Printing: Must support duplex printing</li> </ul> <p>Network Connection: Must support networking printing, scanning, copying</p>
<b>Multi-function printer</b>			



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

<p>USB wireless adapter (Wifi Dongle)</p>	<p>40</p>	<p>20,000</p>	<ul style="list-style-type: none"> <li>• Interface: USB 2.0</li> <li>• Dimensions (W x D x H): 1.6 x 0.7 x 0.3 inch or smaller</li> <li>• Wireless Standards: At least IEEE 802.11b, IEEE 802.11g, IEEE 802.11n</li> <li>• Frequency: 2.400 – 2.4835 GHz</li> <li>• Signal Rate: 11b: Up to 11 Mbps (dynamic)</li> <li>• 11g: Up to 54 Mbps (dynamic)</li> <li>• 11n: Up to 150 Mbps (dynamic)</li> <li>• Reception Sensitivity: 130M: -68dBm@10%PER</li> <li>• 108M: -68dBm@10% PER</li> <li>• 54M: -68dBm@10% PER</li> <li>• 11M: -85dBm@8% PER</li> <li>• 6M: -88dBm@10% PER</li> <li>• 1M: -90dBm@8% PER</li> <li>• Transmit Power: &lt;20dBm</li> <li>• Wireless Modes: Soft AP Mode; Client Mode (support Ad-hoc/Infrastructure network)</li> <li>• Wireless Security: Supports any of the following: 64/128 WEP, WPA/WPA2, WPA-PSK/WPA2-PSK (TKIP/AES)</li> <li>• System Requirements: Works in Window 10/8.1/8/7, Mac OS X</li> </ul>
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<b>ICT SUPPLIES</b>		
Items	Quantity	Minimum Requirements
Mobile Pocket Wi-Fi	5	<ul style="list-style-type: none"> <li>• 4G LTE supported with up to 150 Mbps download and 50 Mbps upload speeds</li> <li>• Open line to all networks</li> <li>• Supports up to 10 devices simultaneously</li> <li>• Screen Display</li> <li>• 2000mAh battery for up to 8 hours of working</li> </ul>



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

		<ul style="list-style-type: none"> <li>• At least 1-year warranty</li> </ul>
<b>Extension Cord</b>	14	<ul style="list-style-type: none"> <li>• Overload Protection: 10A</li> <li>• Rated power: 2500W</li> <li>• Three USB: 5V 3.1A(TYP)</li> <li>• Flame retardant: Yes</li> <li>• Cable Length: 1.8M</li> <li>• At least 1-year warranty</li> </ul>
<b>Solid State Drive Storage</b>	10	<ul style="list-style-type: none"> <li>• Size 240 to 256 GB</li> <li>• Interface must be SATA</li> <li>• Form Factor 2.5 inch</li> <li>• At least 3-years warranty</li> </ul>
<b>SSD Caddy SATA</b>	10	<ul style="list-style-type: none"> <li>• Must be compatible with ACER Travel Mate P259-MG Laptop</li> <li>• Must be compatible with SSD SATA 2.5 inch</li> </ul>
<b>Tripod</b>	2	<ul style="list-style-type: none"> <li>• Load Capacity: 1.5 kg</li> <li>• Max Height: 55.2"</li> <li>• At least 1-year warranty</li> </ul>
<b>Condenser Microphone</b>	1	<ul style="list-style-type: none"> <li>• Element Condenser</li> <li>• Polar Pattern Cardioid</li> <li>• USB Powered</li> <li>• Bit Depth 16 bit</li> <li>• With headphone input</li> <li>• At least 1-year warranty</li> </ul>
<b>SD Card Reader</b>	1	<ul style="list-style-type: none"> <li>• Supports UHS-II Card Speeds</li> <li>• OS Windows, Mac, Linux, &amp; Chrome Compatible</li> <li>• Interface USB 3.0/3.1</li> <li>• SDXC SD Card Slot</li> <li>• At least 1-year warranty</li> </ul>
<b>Battery Pack</b>	2	<ul style="list-style-type: none"> <li>• Chemistry: Lithium-Ion</li> <li>• Output Voltage: 7.2 VDC</li> <li>• Compatibility: <b>Canon EOS 7D Mark II, 7D, 5D Mark II, 5D Mark III, 5D Mark IV, 5DS, 5DS R, 60D, 60Da, 70D, and 6D Cameras</b></li> <li>• Dimension: 2.2 x 0.8 x 1.5" / 5.6 x 2.0 x 3.8 cm</li> </ul>
<b>Battery Grip</b>	1	<ul style="list-style-type: none"> <li>• Comfort and Control in Vertical Position</li> <li>• Vertical Position Shutter Release Button</li> <li>• Holds Up to Two LP-E6/LP-E6N Batteries</li> <li>• Dust- and Water-Resistant Construction</li> <li>• Compatibility: <b>EOS 6D Mark II</b></li> <li>• At least 1-year warranty</li> </ul>





Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

<b>Web Cam</b>	6	<ul style="list-style-type: none"> <li>• Support 1080P / 720P</li> <li>• Microphone built-in: Yes</li> <li>• Operating System Support: Windows &amp; Mac</li> <li>• At least 1-year warranty</li> </ul>
<b>Two-Way Radio</b>	4	<ul style="list-style-type: none"> <li>• Frequency Range: 400 – 470 MHz</li> <li>• Channel Capacity: 16</li> <li>• Channel Spacing: 25 kHz</li> <li>• Battery: 1000 MAh</li> <li>• At least 3-months warranty</li> </ul>
<b>Studio Lighting</b>	2	<ul style="list-style-type: none"> <li>• Color Temperature: up to 5500k</li> <li>• Variable Controlled Temperature: Good to have</li> <li>• Power: 36 watts; higher is better</li> <li>• At least 1-year warranty</li> </ul>

**IV. MODE OF PROCUREMENT**

The mode of procurement shall be: Small Value Procurement (SVP).

**V. NATURE OF PROCUREMENT**

Classified as “Goods”, the ICT Supplies and Materials shall provide general support services in pursuit of all government undertaking by the NPC.

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

Source of Fund: Maintenance and other operating expenses, NPC 2020 Annual Procurement Plan, NPC ISSP (2019-2020)



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

ITEMS	ABC (PPMP)
DSLR memory card/ SD card	19,000.00
Two factor hardware based authenticator	8,000.00
External hard drive	70,000.00
Multi-function printer	72,000.00
USB wireless adapter (Wifi Dongle)	20,000.00
ICT Supplies and Materials	200,000.00
TOTAL	389,000.00

Approved Budget: Three Hundred Eighty-Nine Thousand Pesos Only (P 389,000.00).

### VII. DELIVERY TERMS

Date of delivery shall be within sixty (60) working days from receipt of Notice to Proceed.

### VIII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

- Vendors must be a business operating in the Philippines
- Vendors must be PhilGEPS registered
- Vendors must accept send-bill payment term

### IX. EVALUATION PROCESS

The evaluation shall include, but not limited to:

1. Inspection of items - physical checks on the items for any deformation, dents and cracks and the completeness of the device for its physical and visual examination.
2. Testing the devices to check if it is working properly when plugged in.



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

**X. PAYMENT TERMS**

Payment shall be made when the Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of goods delivered and upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee.

Prepared by:

(Sgd.)  
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Noted by:

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