



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

**MULTI-FUNCTION PRINTER (Print, Copy, etc.)
(APP 2021-0065)**

14 April 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **MULTI-FUNCTION PRINTER (Print, Copy, etc.) (APP 2021-0065)**. 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., 19 April 2022**.

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

1. Copy of the Mayor's/Business 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 with applicable attachments¹;
4. Income/Business Tax Return; and
5. 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

Sincerely,

ATTY. MA. FRANCES AIRA SY
BAC Secretariat Head
National Privacy Commission

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

Ref No.: RFQ-2021-0065

*The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021*

**TECHNICAL SPECIFICATION
MULTI-FUNCTIONAL PRINTER (Print, Copy, etc.)**

| Item | Unit | QTY | Description/Specifications | Approved Budget of the Contract (Php 646,000.00) | | Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in every item</u>) |
|--------------|------|-----|---|---|-------|---|
| | | | | Unit Price | Total | |
| 1 | (55) | 1 | <ul style="list-style-type: none"> • Please refer to the "Technical Specifications" for: <ol style="list-style-type: none"> 1. Technical Requirements/Specifications <ol style="list-style-type: none"> a. Quantity b. Specifications c. Supplier's Qualifications d. Warranty 2. Payment and Delivery <ol style="list-style-type: none"> a. Place of Delivery | | | _____ _____ _____ _____ _____ |
| TOTAL | | | | | | |

Instruction to bidders (as applicable):

- 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 Permit and submit Certified True Copy of the eligibility documents 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)

Ref No.: RFQ-2021-0065

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

MULTI-FUNCTION PRINTER (PRINT, COPY, ETC.)
(APP Item No. 2021 - 0065)

I. BACKGROUND

The purchase of Multi-function Printer (print, copy, etc.) was recognized as essential to the performance of daily tasks of the National Privacy Commission (NPC) employees. It is used for reproducing important records and files for submission and compliance to oversight agencies and inter-office requirements.

II. OBJECTIVES

To procure Multi-function Printer (print, copy, etc.) in response to the general requirements of the NPC employees in the performance of their daily tasks inside and outside the NPC Office and compliance to oversight agencies.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. **Quantity: 1 Lot (55 units)** of Multi-Function Printer (Print,Copy,etc) **with 1 set of Ink refill for each unit**
2. The Multi-Function Printer (Print,Copy,etc.) should have the following specifications:

| | |
|---|---|
| Size: | 375mm (14.8") x 347mm (13.7") x 179mm (7.05") |
| Weight | 3.9kg / 8.6lbs |
| Function | Print, Scan, Copy |
| A4 ISO Simplex Print Speed (Black/Colour) | 10 ipm / 5 ipm |
| First Page Out Time (Black/Colour) | 10 sec / 16 sec |
| Paper Handling (A4 Input) | Up to 100 sheets |

| | |
|-------------------------------|----------------------------------|
| Power Consumption (Operating) | 12 W |
| Connectivity | USB 2.0, Wi-fi, Wi-fi Direct |
| Ink Yield (Black/Colour) | 4,500 pages / 7,500 pages |
| Toner/Ink | Ink Tank (Continuous Ink System) |

3. *Supplier's Qualification*

- a. The supplier shall submit/provide the following documents:
 - PhilGEPS Registration
 - Mayor's/Business permit,
 - Notarized Omnibus Sworn Statement with applicable attachments (ABC above Php 50,000.00) and Income/Business Tax Return (ABC above Php 500,000.00)
 - Other documents as needed and prescribed under Revised IRR of Republic Act No. 9184.
- b. Supplier must have accredited/authorized service centers in Metro Manila

4. *Warranty*

- a. Warranties against manufacturing defects, as well as parts and service
- b. Warranty period/s: 1 year service warranty or replacement in case the units and/or parts of it are found defective
- c. Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and end-user

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

| Item | Quantity | Date of Delivery | Supporting Documents |
|--|------------------|--|---|
| Multi-function Printer (print, copy, etc.) | 1 Lot (55 units) | Within Thirty (30) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ PO | Instruction manual, warranty certificate, Delivery Receipt and Sales Invoice/Statement of Account/Billing Statement |

Place of Delivery: NPC, 5th Floor, Delegation Building, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made when the Goods have been delivered in accordance with the signed contract/purchase order and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-User.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be:

1. *Alternative Mode through Negotiated Procurement – Small Value Procurement*

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

Source of Fund : Continuing General Appropriations Act FY2021 (RA11640)
Continuing Annual Procurement Plan for F.Y. 2021 (APP Item No. 2021 - 0065)

ISSP : NPC ISSP 2021-2023

Approved Budget for the Contract : Approved Budget for the Contract is Six Hundred Forty Six Thousand Pesos Only (Php 646,000.00).

Prepared by:


Sgd.
MARLON RUBEN N. FABRICANTE
Chief, ASD

Recommending Approval:


Digitally signed
by Magtalas
Kelvin Santos
KELVIN S. MAGTALAS
Vice Chairperson, IMISU

Approved by:


Digitally signed by
Alzona Ivin Ronald
De Mesa
ATTY. IVIN RONALD D.M. ALZONA
Chairperson, IMISU
Executive Director, Office of the Executive Director

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

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____