



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

OFFICE FURNITURE

20 April 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **OFFICE FURNITURE (APP 2022-0127)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by you or your authorized representative not later than **5:00 P.M., 25 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 attachments<sup>1</sup>; 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:

BIDS AND AWARDS COMMITTEE  
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

<sup>1</sup> **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-2022-0127

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION  
OFFICE FURNITURE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 440,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Terms of Reference" for:</li> <li>1. Technical Requirements/Specifications                             <ul style="list-style-type: none"> <li>a. Items Description and Quantity                                     <ul style="list-style-type: none"> <li>- Office Staff Chair</li> <li>- Mobile Pedestal</li> <li>- Executive Chair</li> <li>- 4-layer filing Cabinet</li> <li>- 5-layer bookshelves</li> <li>- Executive Table</li> <li>- 5-layer Steel Rack</li> <li>- Office Staff Table</li> </ul> </li> <li>2. Supplier's Qualification</li> <li>3. Warranty</li> </ul> </li> </ul>	-	-	-
<b>TOTAL</b>						

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-2022-0127

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

OFFICE FURNITURE  
(APP Item No. 2022-0127)

I. BACKGROUND

The Administrative Services Division of the National Privacy Commission (NPC) is mandated to support the operations of the Commission by efficiently providing the required office furniture, supplies and materials to ensure. In this regard, the Administrative Services Division proposes to procure the office furniture of the Commission to ensure that employees are provided of comfortable working environment with convenient furniture that will boost employee productivity. This is also in response to the increased number of employees of the Commission.

II. OBJECTIVES

To procure comfortable and convenient office furniture to NPC officials and employees resulting to ensure productivity and boost employee morale.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. *Item Description and Quantity*

Item	Description	Quantity
Office Staff Chair	Mid back mesh with lumbar support Adjustable armrest Seat cushion rolling swivel (360°) Color: Black	10 units
Mobile Pedestal	Material: Metal Ball bearing roller 3-drawer pedestal with pencil holder Color: Off-white color	25 units
Executive Chair	High Back Mesh pneumatic height adjustment, 360° Swivel Function With armrests 320mm chrome base tilt mechanism Color: Black	8 units

4-layer Filing Cabinet	Material: Metal Vertical Thickness: Gauge 20 Central lock Powder coated Dimension: W90 x D45 x H138cm Color: Off-white		7 units
5-layer bookshelves	Material: Wood Sturdy on flat surface Dimension: (L) 62x (W) 29 x (H) 132 cm Color: Solid Oak		2 units
Executive Table	Dimension: 160L x 80W cm With side drawers and centralized lock Center drawer with lock Color: Solid Brown		6 units
5-layer Steel Rack	Heavy duty Collapsible Can support 100kls. Per Layer 5 Layers Boltless Rack Dimension: 40cm x 120cm x 200cm		3 units
Office Staff Table	Material: Wood With lockable center and side drawer Color: Off white		15 units

2. *Supplier's Qualification:*

The supplier shall submit/provide the following documents:

- PhilGEPS Registration
- Mayor's/Business permit,

3. *Warranty*

- a. Warranties against **manufacturing defects, as well as parts and service;**
- b. Warranty period/s: **One Year;** and
- c. Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and property/supply officer.

4. The evaluation of the equipment shall include, but not limited to:

- Inspection and Acceptance of the product by the End-User, NPC Inspection and Acceptance Committee and Property Officer; and

- Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.

#### IV. PAYMENT AND DELIVERY

Delivery shall be completed **within Forty-Five (45) working days from receipt of Purchase Order.**

**Place of Delivery:** NPC, 5th Floor, 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 (IAR) by the Inspection and Acceptance Committee.

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods and the mode of procurement shall be:  
*Alternative Mode through Negotiated Procurement – Small Value Procurement*

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

Source of Fund : FY2022 Current Appropriations- General Appropriations Act of 2022 (APP Item No. : **2022-0127**)

Approved Budget : Four Hundred Forty Thousand Pesos Only (Php440,000.00).  
for the Contract

**Prepared by:**

  
**KIMBERLY ANN M. MEDINA**  
*Supervising Administrative Officer, ASD*

**Recommending Approval:**

  
**MARLON RUBEN N. FABRICANTE**  
*Chief, ASD*

**Approved by:**

  
**ATTY. MANUEL C. SATUITO**  
*Director IV, FAO*

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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.: \_\_\_\_\_

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