



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

SCANNER (Small/high-volume/Speed)

21 April 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **SCANNER (small/high-volume/speed) (APP 2021-0180)**. 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., 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>;
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](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.

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

Ref No.: RFQ-2021-0180

**TECHNICAL SPECIFICATION  
SCANNER (Small/high-volume/Speed)**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 900,000.00)		Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in every item</u> )
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specifications" for:               <ol style="list-style-type: none"> <li>1. Technical Requirements/Specifications                   <ol style="list-style-type: none"> <li>a. Specifications</li> <li>b. Supplier's Qualification</li> <li>c. Warranty</li> <li>d. Product Demonstration</li> </ol> </li> <li>2. Payment and Delivery                   <ol style="list-style-type: none"> <li>a. Place of Delivery</li> </ol> </li> </ol> </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-2021-0180

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



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

**SCANNER (Small/high-volume/Speed)  
(APP Item No. 2021 - 0180)**

**I. BACKGROUND**

The National Privacy Commission (NPC) intends to purchase Scanners with high volume capacity which is reliable enough to process large amounts of pages and high speed faster than the average scanning equipment. This will aid the concerned offices/divisions in performing their functional mandate, daily tasks and in response to digital transformation initiatives of the Commission and oversight agencies. These digitization initiatives and strategies increase the Commission's operations productivity and efficiency despite the adoption of alternative working arrangements. The conversion of physical copies to digital copies is able to produce the required outputs on time. It also contributes to the streamlining of workflows during the installation of the Quality Management System (QMS) in the Commission. Also, it highly contributes to the enhancement of the digital experience of the employees. Further, these digitization initiatives effectively comply with the preservation of documents in accordance with Republic Act No. 9470 otherwise known as the National Archives of the Philippines Act of 2007 which mandates the general protection use, storage, and disposition of public records including the acquisition, storage and preservation of public archives and providing facilities for reference, research or other purposes. At the moment, the Commission is able to retrieve easily all-important documents through digitized files. Thus, the procurement of high-volume scanners is necessary and essential for efficiency in the delivery of outputs and services and daily operations of the NPC offices/divisions, especially during the implementation of Alternative Work Arrangements wherein most of the documents are routed electronically.

**II. OBJECTIVES**

To procure high-volume and high-speed scanners to streamline the current business process of the NPC and to ensure that the operation is functioning as efficiently as possible.

**III. TECHNICAL REQUIREMENTS / SPECIFICATIONS**

1. The high-volume scanners should have the following specifications:
  - Fast scanning up to 65ppm/130ipm
  - Scanner type: Automatic Documents Feeder scanner
  - Scanning method: Color Contact Image Sensor

- Scanning face: Simplex/Duplex/Double exposure
- Image output: Binary, Greyscale (8bit), color, multi-stream
- Document Size Minimum: 1.9in. x 2.1in.;
- Document Size Maximum: 8.5in x 220in.
- Feeding capacity: At least 100 sheets
- Daily Duty cycle: At least 8,000 sheets
- Double feed detection
- USB 3.1 interface
- Comes with PaperStream IP (TWAIN/ISIS), Image Capture Plus
- Can support latest Windows Operating System
- With accessories (driver software, operation manual, installation guide, power cord, USB cable and other necessary supplies for its operations)
- The end-user must have the discretion to delete saved scanned document

## 2. Supplier's Qualification

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.

## 3. 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. Supplier must have accredited/authorized service centers in Metro Manila
- d. Warranty shall commence upon issuance of the Certificate of Acceptance

## 4. The supplier/provider shall provide product demonstration.

## 5. 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 consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
SCANNER (small/high-volume/speed)	1 Lot (Minimum of 16)	Within Forty-Five (45) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ PO	Instruction manual, warranty certificate, Billing Statement/Sales Invoice/Statement of Account, Delivery Receipt

**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 the End-User.

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.


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 : Continuing General Appropriations Act FY2021 (RA11640)  
Continuing Annual Procurement Plan For F.Y. 2021 (APP  
Item No. 2021 - 0180)

ISSP : NPC ISSP 2021-2023  
Approved Budget for the Contract is Nine Hundred  
for the Contract Thousand Pesos Only (Php 900,000.00).


**Prepared by:**

  
Sgd.  
**MARLON RUBEN N. FABRICANTE**  
*Chief Administrative Officer, 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]*

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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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