



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM

13 May 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP 2022-0126)**. 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., 17 May 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; and
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:

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

Ref No.: RFQ-2022-0126

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

**TECHNICAL SPECIFICATION
COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 350,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)																												
				Unit Price	Total																													
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Terms of Reference" for: <ol style="list-style-type: none"> 1. Technical Requirements/Specifications <ol style="list-style-type: none"> a. Items Description and Quantity <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> </tr> </thead> <tbody> <tr><td>LED bulb 50 pcs</td></tr> <tr><td>Colored Paper (Green) 20 reams</td></tr> <tr><td>Colored Paper (orange) 20 reams</td></tr> <tr><td>Colored Paper (blue) 5 reams</td></tr> <tr><td>Colored Paper (pink) 10 reams</td></tr> <tr><td>Colored Paper (yellow) 5 reams</td></tr> <tr><td>Colored Paper (purple) 5 reams</td></tr> <tr><td>Colored Paper (gray) 5 reams</td></tr> <tr><td>Flaglets (Index Tab) 500 packs</td></tr> <tr><td>Pen (blue, black, and red) 50 pcs per color</td></tr> <tr><td>Board Paper 7 packs</td></tr> <tr><td>Sticker Paper 20 packs</td></tr> <tr><td>Cork board 5 pcs</td></tr> <tr><td>Sign pen (blue and black) 10 boxes each</td></tr> <tr><td>Vellum board (white) 20 packs</td></tr> <tr><td>Certificate Holder 30 pcs</td></tr> <tr><td>Duct Tape (dark brown) 20 rolls</td></tr> <tr><td>Duct Tape (silver) 20 rolls</td></tr> <tr><td>Laminating Film 5 rolls</td></tr> <tr><td>Ink Cartridge for Brother Printer MFCT810W (Yellow, Cyan, Magenta, Black) 5 pcs each</td></tr> <tr><td>Ink cartridge for BROTHER, MFC-J2730DW (Yellow, Cyan, Magenta, Black) 10 pcs each</td></tr> <tr><td>PVC Card 2 packs</td></tr> <tr><td>LED Tube Light 50</td></tr> <tr><td>Handheld Electric Engraver 1</td></tr> <tr><td>Bond Paper 150 reams</td></tr> <tr><td>Tape 50 rolls</td></tr> <tr><td>Data File Folder 500 pieces</td></tr> </tbody> </table> <ol style="list-style-type: none"> 2. Supplier's Qualification 3. Warranty 	Item	LED bulb 50 pcs	Colored Paper (Green) 20 reams	Colored Paper (orange) 20 reams	Colored Paper (blue) 5 reams	Colored Paper (pink) 10 reams	Colored Paper (yellow) 5 reams	Colored Paper (purple) 5 reams	Colored Paper (gray) 5 reams	Flaglets (Index Tab) 500 packs	Pen (blue, black, and red) 50 pcs per color	Board Paper 7 packs	Sticker Paper 20 packs	Cork board 5 pcs	Sign pen (blue and black) 10 boxes each	Vellum board (white) 20 packs	Certificate Holder 30 pcs	Duct Tape (dark brown) 20 rolls	Duct Tape (silver) 20 rolls	Laminating Film 5 rolls	Ink Cartridge for Brother Printer MFCT810W (Yellow, Cyan, Magenta, Black) 5 pcs each	Ink cartridge for BROTHER, MFC-J2730DW (Yellow, Cyan, Magenta, Black) 10 pcs each	PVC Card 2 packs	LED Tube Light 50	Handheld Electric Engraver 1	Bond Paper 150 reams	Tape 50 rolls	Data File Folder 500 pieces			-
Item																																		
LED bulb 50 pcs																																		
Colored Paper (Green) 20 reams																																		
Colored Paper (orange) 20 reams																																		
Colored Paper (blue) 5 reams																																		
Colored Paper (pink) 10 reams																																		
Colored Paper (yellow) 5 reams																																		
Colored Paper (purple) 5 reams																																		
Colored Paper (gray) 5 reams																																		
Flaglets (Index Tab) 500 packs																																		
Pen (blue, black, and red) 50 pcs per color																																		
Board Paper 7 packs																																		
Sticker Paper 20 packs																																		
Cork board 5 pcs																																		
Sign pen (blue and black) 10 boxes each																																		
Vellum board (white) 20 packs																																		
Certificate Holder 30 pcs																																		
Duct Tape (dark brown) 20 rolls																																		
Duct Tape (silver) 20 rolls																																		
Laminating Film 5 rolls																																		
Ink Cartridge for Brother Printer MFCT810W (Yellow, Cyan, Magenta, Black) 5 pcs each																																		
Ink cartridge for BROTHER, MFC-J2730DW (Yellow, Cyan, Magenta, Black) 10 pcs each																																		
PVC Card 2 packs																																		
LED Tube Light 50																																		
Handheld Electric Engraver 1																																		
Bond Paper 150 reams																																		
Tape 50 rolls																																		
Data File Folder 500 pieces																																		
TOTAL						-																												

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.

Ref No.: RFQ-2022-0126

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

- 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)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM
(APP Item No. 2022-0126)

I. BACKGROUND

The National Privacy Commission is an independent body mandated to administer and implement the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protections. To sustain the daily operations of the Commission and create a productive working environment in the office, the Administrative Services Division shall procure the required office supplies and equipment.

II. OBJECTIVES

To procure the common-use supplies and equipment requirements not available at the PS-DBM in accordance with the approved FY 2022 APP-CSE

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

Item	Description	Quantity
LED bulb	6watts	50 pieces
Colored Paper	A4 Size 80gsm Total sheets: At least 5,500 sheets (500 sheets per ream) Color: Green	20 reams
Colored Paper	A4 Size 80gsm Total sheets: At least 5,500 sheets (500 sheets per ream) Color: Orange	20 reams
Colored Paper	A4 Size 80gsm Total sheets: At least 2,000 sheets (500 sheets per ream)	5 reams

	Color: Blue	
Colored Paper	A4 Size 80gsm Total sheets: At least 4,500 sheets (500 sheets per ream) Color: Pink	10 reams
Colored Paper	A4 Size 80gsm Total sheets: At least 3,000 sheets (500 sheets per ream) Color: Yellow	5 reams
Colored Paper	A4 Size 80gsm Total sheets: At least 1,000 sheets (500 sheets per ream) Color: Purple	5 reams
Colored Paper	A4 Size 80gsm Total sheets: At least 1,000 sheets (500 sheets per ream) Color: Gray	5 reams
Flaglets (Index Tab)	Self-adhesive 10 colors per pack 20 sheets per color	500 packs
Pen	Ballpoint 0.5mm Color: Black, Blue and Red	50 pieces per color
Board Paper	Size: 8.5 x 13 in Color: Ivory 170gsm 10 sheets per pack	7 packs
Sticker Paper	A4 Size Color: White 10 sheets per pack 80gsm	20 packs
Cork board	Size: 3 x 4ft	5 pieces

Sign pen	Liquid/Gel ink 0.5mm tip Color: Blue and black	10 boxes each color Total of 20 boxes
Vellum board	A4 Size 100 sheets per pack 220gsm Color: White	20 packs
Certificate Holder	A4 Size	30 pieces
Duct Tape	Color: Dark Brown 50m x 75mm Heavy duty	20 rolls
Duct Tape	Color: Silver 50m x 75mm Heavy duty	20 rolls
Laminating Film	250 microns 12in x 50m	5 rolls
Ink Cartridge for Brother Printer MFCT810W	Yellow Cyan Magenta Black	5 pieces each color Total of 20 pcs
Ink cartridge for BROTHER, MFC-J2730DW	Yellow Cyan Magenta Black	10 pieces each color Total of 40 pcs
PVC Card	Size: 54mmx86mm/2.12"x3.38" 250 pieces per pack ISO CR80	2 packs
LED Tube Light	18 watts Double Ended	50
Handheld Electric Engraver	Portable With Case Corded	1
Bond Paper	MULTICOPY	150 reams

	80GSM Size: 216mm X 330mm	
Tape	Transparent Width: 24mm x 100m	50 rolls
Data File Folder	With taglia lock Horizontal Size: 75mm x 230mm x 380mm Color: Red or Maroon	500 pieces

1. Supplier's Qualification:

The supplier shall submit/provide the following documents:

- PhilGEPS Registration
- Mayor's/Business permit

2. Warranty (to applicable items)

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

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 Supply/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 thirty (30) working days from receipt of Purchase Order/Notice to Proceed.

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 Purchase Order and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and Supply Officer.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods and the mode of procurement shall be *Alternative Mode through Negotiated procurement – Shopping*

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

Source of Fund : FY2022 Current Appropriations - General Appropriations Act of 2022 (APP Item No. **2022-0126**)

Approved Budget : Three Hundred Fifty Thousand Pesos Only (Php350,000.00).
for the Contract


Prepared by:


JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Recommending Approval:


MARLON RUBEN N. FABRICANTE
Chief, ASD

Approved by:


ATTY. MANUEL C. SATUITO
Director IV, FAO