



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

ICT SUPPLIES AND MATERIALS

6 July 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **ICT SUPPLIES AND MATERIALS (APP 2021-0188)**. 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., July 11 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; 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 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

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.

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

Ref No.: RFQ-2021-0188

**TECHNICAL SPECIFICATION
ICT SUPPLIES AND MATERIALS**

item	unit	QTY	Description/Specifications		Approved Budget of the Contract (P 160,500)		COMPLIANCE (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
			Description	Quantity	Unit Price	Total	
	lot	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 1. Technical Requirements 				
			M6 cage nuts, screws, and washers (M6 Rack Mount Screw Kit)	200 pcs			
			Crimping tools set	2 sets			
			Cable Clip #6	100 pcs			
			Flexible spiral cable organizer	15 pcs			
			Cable tie	300 pcs			
			Cable tags	300 pcs			
			Cable tie adjustable Velcro	200 pcs			
			Screw drivers set	2 sets			
			RJ45 (passthrough for Cat6)	500 pcs			
			USB 3.0 to Ethernet Adapter	2 pcs			
			Extension Cord (universal) 5m, 6 gang w/ ground	4 pcs			
			1U Rackmount cable manager	3 pcs			
			2U Rackmount cable manager	3 pcs			
			Two-way radio	1 set			
			Computer Repair Tool Set	1 set			
			Microfiber cloth	10 pcs			
			Plastic Toolbox	1 pc			
			Adhesive cord/wire holder organizer clamp fastener	25 pcs			
			USB to RJ45 console cable	2 pcs			
			16 or 24 Ports POE Switch	1 pc			
			1G SFP to RJ45 Transceiver module	6 pcs			
			1G UF Multi Mode Transceiver module	6 pcs			
			LC to SC fiber patch cord OM3 Multi-Mode (minimum 1.5 meter)	6 pcs			
			2. Supplier's Qualification				
			3. Warranty				
			4. Functionality				
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. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Delivery shall be completed within Twenty (20) working days from receipt of Purchase Order/NTP.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

ICT Supplies and Materials
(APP Item No. 2021 - 0188)

I. BACKGROUND

The Interim Management Information Unit (IMISU) is acting as Information Technology Division of the National Privacy Commission (NPC), it is tasked to support, maintain, and implement layers of security in all Information and Communications Technology (ICT) infrastructures of the NPC. Just like a good plumber or electrician, every network administrator needs a good set of tools in their toolbox to get the job done. As regards, the IMISU proposes the procurement of ICT supplies and materials to help the network administrator in investigating and troubleshooting issues as they arise in the network and accompany with the Commission's initiative on extending its office.

II. OBJECTIVES

The objective of this procurement is to acquire standard tools that will aid systems and network administrators to work with less errors, improve productivity and consistency, efficiently resolve network connectivity issues, and especially deliver better service to the Commission.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

A. Listed below are the hardware network troubleshooting tools:

Item No.	Description	Quantity
1	M6 cage nuts, screws and washers (M6 Rack Mount Screw Kit)	200 pcs

2	Crimping tools set	2 sets
3	Cable Clip #6	100 pcs
4	Flexible spiral cable organizer	15 pcs
5	Cable tie	300 pcs
6	Cable tags	300 pcs
7	Cable tie adjustable Velcro	200 pcs
8	Screw drivers set	2 sets
9	RJ45 (passthrough for Cat6)	500 pcs
10	USB 3.0 to Ethernet Adapter	2 pcs
11	Extension Cord (universal) 5m, 6 gang w/ground	4 pcs
12	1U Rackmount cable manager	3 pcs
13	2U Rackmount cable manager	3 pcs
14	Two-way radio	1 set
15	Computer Repair Tool Set	1 set
16	Microfiber cloth	10 pcs
17	Plastic Toolbox	1 pc
18	Adhesive cord/wire holder organizer clamp fastener	25 pcs
19	USB to RJ45 console cable	2 pcs
20	16 or 24 Ports POE Switch	1 pc
21	1G SFP to RJ45 Transceiver module	6 pcs
22	1G UF Multi Mode Transceiver module	6 pcs
23	LC to SC fiber patch cord OM3 Multi-Mode (minimum 1.5 meter)	6 pcs

B. Supplier's Qualification

1. The vendor must have PHILGEPS registration and must satisfy documentary requirements prescribed in the 2016 IRR of Republic Act No. 9184.
2. Must accept 'send bill' payment terms.

C. Warranty

1. Provider must have at least one (1) year warranty on parts and service.

2. Must have outright hardware replacement within 7 days, if found faulty.
3. Provider must provide at least one (1) year technical support assistance / helpdesk support for the end-user.

D. Functionality

Item No.	Item Description	Functionality
1	M6 cage nuts, screws, and washers (M6 Rack Mount Screw Kit)	It is used for mounting rack server cabinets, server shelves, and network devices.
2	Crimping tool set	It is a device used to conjoin two pieces of metal by deforming both ends.
3	Cable Clip #6	It is used to manage wires and cables and secures them to a fixed point on a surface, like a wall, ceiling, or floor.
4	Flexible spiral cable organizer	It is a spiral wrap used to bundle and organize wires or cables for a neat appearance while also protecting it.
5	Cable tie	It is a type of fastener used for holding cables or wires together
6	Cable tags	It is typically attached to a cable or bundle of cables to identify or label cables.
7	Cable tie adjustable Velcro	It is a reusable cable tie that can hold bundle of cables
8	Screw drivers set	A tool used for turning/ driving screws.
9	RJ45 (passthrough for Cat6)	A connector that allows all 8 strands of a UTP cable to pass through the head of the RJ45 connector.

10	USB 3.0 to Ethernet Adapter	It connects USB 3.0 device to a router, modem, or network switch to deliver Gigabit Ethernet to your network connection
11	Extension Cord (universal) 5m, 6 gang w/ground	Extension cord is used to connect an electrical cord to the outlet.
12	1U rackmount cable manager	It is a 1U cable organizer placed in front of a cabinet or rack to organize 12 ports and protect cables.
13	2U Rackmount cable manager	It is a 2U cable organizer placed in front of a cabinet or rack to organize 24 ports and protect cables.
14	Two-way radio	It is a radio that can both transmit and receive an audio signal for quick support response.
15	Computer Repair Tool Set	It is an essential tool used by computer repair technicians.
16	Microfiber cloth	Microfiber lifts and holds dirt, grease, grime, liquids, and bacteria
17	Plastic Toolbox	It is a box to organize, carry, and protect the administrator's tools such as screwdrivers, cable clamp etc.
18	Adhesive cord/wire holder organizer clamp fastener	It is a type of adhesive that holds several cables, sticky in many surfaces like walls and ceiling.
19	USB to RJ45 console cable	It is used to connect from a computer USB port to the RJ45 console port of a networking switch or router
20	16 or 24 ports POE Switch	It has the functionality of a switch and provides power

		that can be used to run other devices via the Ethernet cabling.
21	1G SFP to RJ45 Transceiver module	It is a hot-swappable, pinky-sized metal component that, when connected to another device using a cable, allows for the transmission of data. It is used for electrical cables such as CAT5 or CAT6 connection.
22	1G UF Multi Mode Transceiver module	It uses fiber optical technology to send and receive data through completing the process of optical signal - electrical signal / electrical signal - optical signal conversion.
23	LC to SC fiber patch cord OM3 Multi-Mode (minimum 1.5 meter)	It is an optical patch cord for connection switch/router and ODF.

IV. PAYMENT AND DELIVERY

Item	Quantity	Date of Delivery	Supporting Documents
ICT Supplies & materials	1 Lot <i>(Breakdown of items listed in Section III.)</i>	Within Twenty (20) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ PO	Instruction manuals, warranty certificate, Billing Statement/Sales Invoice/Statement of Account, Delivery Receipt

Place of Delivery: NPC, 5th Floor, Delegation Bldg., 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 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 - 0188)

ISSP : NPC ISSP 2021-2023

Approved Budget for the Contract : Approved Budget for the Contract is One hundred sixty-thousand and five hundred Pesos Only (Php 160,500.00).

Prepared by:



Digitally signed by
Plandor Lennard Apora
Date: 2022.06.13
20:43:32 +08'00'

LENNARD A. PLANDOR
ITO II, IMISU

Recommending Approval:



Digitally signed
by Magtalas
Kelvin Santos

KELVIN S. MAGTALAS
Vice Chairman, IMISU

Approved by:



Digitally signed by
Alzona Ivin Ronald
De Mesa

ATTY. IVIN RONALD D.M. ALZONA
iMISU Chairperson and 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_____