



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

CREATIVE AND AV PRODUCTION EQUIPMENT  
(APP Item No. 2021-0179)

6 October 2022

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **CREATIVE AND AV PRODUCTION EQUIPMENT (APP Item No. 2021-0179)**, 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., 10 October 2022**.

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

1. Copy of the valid and current 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

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<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.: BAC-22-00399

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

**TERMS OF REFERENCE  
CREATIVE AND AV PRODUCTION EQUIPMENT**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 312,000.00)		Compliance (Manifest your compliance by <u>writing</u> <b>"COMPLY"</b> in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:</li> </ul> <b>1. Technical Requirements</b>			
			<i>Description</i>	<i>Quantity</i>		
			High-end Desktop <i>(see attached Technical Specification for the list of requirements)</i>	2 units		
			Magic Mouse <i>(see attached Technical Specification for the list of requirements)</i>	2 units		
			Magic Keyboard with Touch ID <i>(see attached Technical Specification for the list of requirements)</i>	2 units		
			Power adapter and charge cable <i>(see attached Technical Specification for the list of requirements)</i>	2 units		
			<b>2. Vendor's Qualifications</b>			
			<b>3. Payment and Delivery</b> Full delivery shall be made on or before <u>9 December 2022</u> .			
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to Proceed for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VI. Full delivery shall be made on or before 9 December 2022.

CONFORME:

\_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

**CREATIVE AND AV PRODUCTION EQUIPMENT  
(APP Item No. 2021 - 0179)**

**I. BACKGROUND**

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection, and fair information rights and responsibilities as stated in Section 9.c of the Implementing Rules and Regulations of the DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. To fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects. Another way for the division to effectively disseminate information is by producing photographs and Audio-Visual Presentations (AVPs).

In this regard, the division proposes to procure creative and AV production equipment that will be used to edit social media posts, and website publications, as well as teleprompter during live streaming events on NPC's social media platforms. The two high-end desktops will be utilized as additional equipment to support existing old units.

**II. OBJECTIVES**

The purpose of procuring creative and AV production equipment is to aid PIAD in promoting data privacy through various social media accounts, and NPC websites. The creative and video production equipment will help multimedia artists to develop IEC materials for social media posts, events, and website publication.

### III. TECHNICAL REQUIREMENTS/ SPECIFICATIONS

#### 1. High-end desktop

Specifications	Requirements
Quantity	2 units
Memory	16GB unified memory; 1TB SSD storage.
Performance	M1 Chip 8-core CPU with 4 performance cores and 4 efficiency cores; 8-core GPU. 16-core Neural Engine
Size	24-inch
Display	4480-by-2520 resolution at 218 pixels per inch with support for 1 billion colors; 500 nits brightness; Wide color (P3); True Tone technology.
Ports	Two Thunderbolt / USB 4 ports; Two USB 3 ports.
Connectivity	Gigabit Ethernet
Accessories	Magic Mouse; Magic Keyboard with Touch ID - US English. Power adapter and charge cable
Warranty	1 year

- Supplier must be PHILGEPS registered and provide other related documents required by the BAC Secretariat
- Must accept "send bill" payment terms

### IV. PAYMENT AND DELIVERY

Item	Quantity	Delivery Date	Supporting Documents
Creative and AV Production Equipment	1 Lot ( 2 units of high-end desktop, 2 magic mouse, 2 magic keyboard with Touch ID)	Full delivery should be made on or before 9 December 2022.	Instruction manual, warranty certificate, Billing Statement/Sales Invoice/Statement of Account, Delivery Receipt.

**Place of Delivery:** National Privacy Commission, 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 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 *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 F.Y. 2021 (APP Item No. 2021-0179)
ISSP	:	NPC ISSP 2021-2023
Approved Budget for the Contract	:	Three hundred twelve thousand pesos Only (Php 312,000.00).



Prepared by:

**KENT JOY R. COVITA**  
*Public Relations Assistant, PIAD*

Digitally signed by Adis  
Kristine Danica Sulit  
Date: 2022.09.06  
12:36:57 +08'00'

**KRISTINE DANICA S. ADIS**  
*Information Officer II, PIAD*

Recommending approval:

**ROREN MARIE M. CHIN**  
*Chief, PIAD*

Approved by:

**KELVIN S. MAGTALAS**  
*Vice Chairperson, IMISU*

**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

SUBSCRIBED 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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Series of 20\_\_\_\_\_