



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

MULTI-FUNCTION PRINTER (Print, Copy, etc.)  
(APP 2021-0065)

11 October 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **MULTI-FUNCTION PRINTER (Print, Copy, etc.) (APP 2021-0065)**. 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., 14 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>;
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

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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-22-00430

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

**TECHNICAL SPECIFICATION  
MULTI-FUNCTIONAL PRINTER (Print, Copy, etc.)**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 646,000.00)		Compliance (Manifest your compliance by <u>writing "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:</li> </ul> <p>1. <b>Technical Requirements/Specifications:</b> <b>Multi-Function Printer with 1 set of replacement consumable toners</b></p> <p style="margin-left: 40px;">a. Quantity – 3 units with one set of replacement consumable toners</p> <p style="margin-left: 40px;">b. Specifications – see attached Technical Specifications</p> <p style="margin-left: 40px;">c. Supplier's Qualifications</p> <p style="margin-left: 40px;">d. Warranty</p> <p style="margin-left: 40px;">- Lifetime service for each unit</p> <p style="margin-left: 40px;">- One (1) year warranty on spare parts replacement for each unit free of charge and/or parts of it are found defective</p> <p>2. <b>Payment and Delivery</b> <i>Delivery shall be on or before 30 November 2022</i></p>			- _____ - _____ - _____ - _____ - _____ - _____
<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 scheduled signing of Notice of Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. 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.
- VI. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VII. Delivery shall be made on or before 30 November 2022.

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

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



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

MULTI-FUNCTION PRINTER (PRINT, COPY, ETC.)  
(APP Item No. 2021 - 0065)

I. BACKGROUND

The purchase of Multi-function Printer (print, copy, etc.) is recognized as essential to the performance of daily tasks of the NPC employees. It is used for reproducing important records and files for submission and compliance to oversight agencies and inter-office requirements. This will be distributed to the additional office spaces of the Commission.

II. OBJECTIVES

To procure Multi-function Printer (print, copy, etc.) in response to the general requirements of the NPC employees in the performance of their daily tasks inside and outside the NPC Office and compliance to oversight agencies.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. *Quantity*: 1 LOT (**3 Units** of Multi-Function Printer (Print, Copy, etc.) with One (1) set of replacement consumable toners)
2. The Multi-Function Printer (Print,Copy,etc.) should have the following specifications:
  - Capability to print, copy, color scan and fax (optional)
  - At least 24/12 pages A4/ A3 per minute
  - With minimum installation and operation requirements
  - Functions: Standard network print, scan, copy, optional Fax
  - Easy to use color touch panel for navigation
  - Low power consumption and saves energy
  - HyPAS solution platform enables customizations
  - Print quality of 600 x 600 dpi and 1200 x 1200 dpi paper capacity up to 1,600 sheets
  - Standard USB Host Interface for on-the-go printing and scanning
  - Max paper size / Original size: 11" x 17"

- Duplexing: Standard stackless duplex
- Standard 1.5 GB RAM upgradeable to 3GB
- 100,000 pages per month maximum monthly duty cycle
- 120V, 60Hz, 7.2A; 220-240V; 50Hz, 3.5A Typical electricity consumption (TEC)
- Standard paper sources of 500 sheet tray
- Standard Local authentication, Network authentication, Encrypted communication (IPsec, HTTPS, LDAP over SSL, SNMPv3)
- Compatible with latest versions of Windows and Mac OS
- Interfaces: standard: 10/100/1000BaseTX, Hi-speed USB 2.0, 2 Expansion slots, IEEE 802.11b/g/n Wireless LAN
- Supports standard network print and other supported protocols (TCP/IP, FTP, LPR, NetBEUI, IPv4, IPv6, IPP, RawPort, LTTD, SNTP, DHCP, SMTP, POP3, DNS, SNMPv1/v2, WSD Scan/Print
- Scan type: B&W and Color scanner
- With scan resolution of 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi
- File formats: TIFF, PDF and with high compression, XPS, OpenXPS, JPEG
- With at least 300 dpi scan speeds (B&W / Color)
- Scanning Functions: Scan to folder (SMB), scan to email (SMTP & SMTP over SSL), Scan to FTP (over SSL), Scan to USB, WSD scan
- With copy resolution of 600 x 600 dpi
- Image mode: Text, Photo, Diagram/Map
- Continuous copy 1 to 999
- With magnification up to Full Size, 4 reduction, 4 enlargement present ratios, 25-400% in 1% increments
- Reversing automatic document processor /50 sheets
- With initial consumables for each unit

**Consumable toners:**

- One (1) set of consumable toners (Cyan, Magenta, Yellow, Black)

**3. Supplier's Qualification**

- a. 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. Supplier must have accredited/authorized service centers in Metro Manila

4. *Warranty*

- a. Warranties against manufacturing defects, as well as parts and service
- b. Warranty period/s:
  - With **lifetime free service** for each unit
  - One (1) year warranty on spare parts replacement for each unit Free of Charge and/or parts of it are found defective
- c. Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and end-user

**IV. PAYMENT AND DELIVERY**

Delivery shall be consistent with the following schedule of requirements:

<b>Item</b>	<b>Quantity</b>	<b>Date of Delivery</b>	<b>Supporting Documents</b>
Multi-function Printer (print, copy, etc.)	1 Lot <i>(3 units with 1 set replacement toner )</i>	On or before November 30,2022 from the receipt by the Supplier of Notice to Proceed (NTP)/ PO	Instruction manual, warranty certificate, Delivery Receipt and Sales Invoice/Statement of Account/Billing Statement

**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 by the Inspection and Acceptance Committee and 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 : FY 2021 Continuing Annual Procurement Plan  
(APP Item No. 2021 - 0065)

ISSP : NPC ISSP 2021-2023

Approved Budget  
for the Contract : Six Hundred Forty-Six Thousand Pesos Only  
(Php646,000.00).

Prepared by:

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

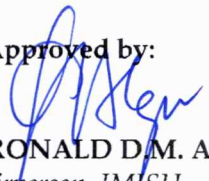
Recommending Approval:



Digitally signed by  
Magtalas Kelvin Santos  
Date: 2022.09.20  
10:56:20 +08'00'

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

Approved by:

  
**ATTY. IVIN RONALD D.M. ALZONA**  
*Chairperson, IMISU*  
*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

**SUBSCRIBED 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\_\_\_\_\_