



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

COLORED PRINTER 3-IN-1, (Print-Scan-Copy)  
(APP Item No. 2022-0143)

29 November 2022

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **COLORED PRINTER 3-IN-1, PRINT-SCAN-COPY) (APP Item No. 2022-0143)**. 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., 02 December 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. Manifestation of compliance to the attached technical specification signed by your authorized representative<sup>1</sup>.

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: 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)

*The original of this document is in digital format*

Ref No.: BAC-22-00721

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

5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No. 8234-2228

**TECHNICAL SPECIFICATION  
COLORED PRINTER 3-IN-1, (Print-Scan-Copy)**

Item	Unit	Q T Y	Description/Specifications	Approved Budget of the Contract (Php 45,000.00)		Compliance (Manifest your compliance by writing "COMPLY" 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>			
			<b>Colored Printer 3-in-1, (Print-Scan-Copy)</b>			
			<b>a. Quantity:</b> - 3 units of colored printer, 3-in-1, (print, scan, copy) - 1 set of extra ink per unit			
			<b>Specifications</b> (See attached technical specifications)			
			<b>2. Suppliers Qualifications</b> (See attached technical specifications)			
			<b>3. Warranty</b> - 1 year service warranty or replacement in case the units and/or parts are found defective - Supplier must have accredited/authorized service centers in Metro Manila (See attached technical specifications for further details)			
			<b>4. Payment and Delivery</b> <i>Delivery: Within 30 calendar days from receipt of Notice to Proceed /PO</i>			
<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

CONFORME:

BY:

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

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

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Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

COLORED PRINTER, 3-IN-1, (Print-Scan-Copy)  
(APP Item No. 2022 -0143)

I. BACKGROUND

The purchase of COLORED PRINTER, 3-IN-1, (Print-Scan-Copy) was recognized as essential to the performance of daily tasks of the NPC employees especially for the operations conducted in the field. It is used for reproducing important records and files for submission and compliance to oversight agencies, inter-office requirements including documents required during field work. This will also serve as back up for the high-volume multifunction printers of the Commission.

II. OBJECTIVES

To procure Colored Printer,3-in-1,(Print-Scan-Copy) 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 Colored Printer,3-in-1,(Print-Scan-Copy)
- 1 set of extra ink per unit total of 3 sets

2. The *Colored Printer,3-in-1, (Print-Scan-Copy)* should have the following specifications:

- Size: 375mm (14.8") x 347mm (13.7") x 179mm (7.05")
- Weight: 3.9kg
- Function/s: Print, Scan, Copy
- Printing Function:
  - A4 ISO Simplex Print Speed (Black/Color) - Up to 10.0 ipm / 5 ipm
  - First Page Out Time (Black/Color) - Approx. 10 sec / 16 sec
  - Paper Sizes: A4 size, Legal (8.5 x 14"), Folio (215 x 345 mm), 8.5 x 13", and Letter size
  - Paper Handling: Up to 100 sheets of plain paper (A4 input) and Up to 30 sheets of Plain Paper (output)
  - Ink Yield (Black/Color) 4,500 pages for Black and 7,500 pages for Color

- Copy Function:
  - Paper size : Letter , A4 size
  - A4 Simplex (Black/ Colour): Up to 7.0 ipm / 1.7 ipm
- Scan Function:
  - Scan Speed: Up to 11 sec / Up to 32 sec
  - Colored Scanning
- Power Consumption (Operating) : 14.0 W
- Connectivity: **USB 2.0**

3. *Supplier's Qualification*

The supplier shall submit/provide the following documents:

- PhilGEPS Registration
- Mayor's/Business permit,
- Other documents as needed and prescribed under Revised IRR of Republic Act No. 9184.

4. *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 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:

Item	Quantity	Date of Delivery	Supporting Documents
Colored Printer,3-in-1,(Print-Scan-Copy)	1 Lot <ul style="list-style-type: none"> <li>• 3 units of Colored Printer,3-in-1,(Print-Scan-Copy)</li> <li>• 1 set of extra ink per unit total of 3 sets</li> </ul>	Within Thirty (30) calendar days 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 **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. 2022-0143)

Approved Budget : Forty-Five Thousand Pesos Only (Php45,000.00).  
for the Contract

**Prepared by:**

  
JOEL T. PAGTULINGAN JR.  
*Administrative Officer III*

**Recommending Approval:**

  
MARLON RUBEN N. FABRICANTE  
*Chief, ASD*

**Approved by:**

  
ATTY. MANUEL C. SATUITO  
*Director IV, FAO*