



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

MODULAR CONFERENCE TABLE WITH CHAIRS

1 December 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **MODULAR CONFERENCE TABLE WITH CHAIRS (APP 2021-0243)**. 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., December 06, 2022**.

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

1. Copy of 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 attachments¹;
4. Income Tax Return of the preceding year; 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 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:** The Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. 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)

The original of this document is in digital format
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Ref No.: BAC-22-00735

**TECHNICAL SPECIFICATION
MODULAR CONFERENCE TABLE WITH CHAIRS**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 600,000.00)		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 "Technical Specification" the technical requirements: <p>1. Technical Requirements/Specification:</p> <p>1 LOT - 2 Sets of Conference Table with Chairs (See attached Technical Specifications for the Technical Requirements)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>22-seater modular conference table with 22 chairs</td> <td>1 set</td> </tr> <tr> <td>20-seater modular conference table with 20 chairs</td> <td>1 set</td> </tr> </tbody> </table> <p>2. Warranty</p> <p>3. Payment and Delivery</p> <ul style="list-style-type: none"> Full delivery on or before 15 December 2022 	Item	Quantity	22-seater modular conference table with 22 chairs	1 set	20-seater modular conference table with 20 chairs	1 set			
			Item	Quantity								
			22-seater modular conference table with 22 chairs	1 set								
			20-seater modular conference table with 20 chairs	1 set								
TOTAL												

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. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VI. Full Delivery shall be on or before 15 December 2022.

CONFORME:

(Name of Supplier/Provider/Date)

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

MODULAR CONFERENCE TABLE WITH CHAIRS
(APP Item No. 2021-0243)

I. BACKGROUND

The purchase of MODULAR CONFERENCE TABLE WITH CHAIRS was recognized as essential in the conduct of meetings/programs/trainings/hearings and other operational activities of the Commission. This is to ensure that employees and visitors/clients of the Commission is always provided of conducive working environment with ergonomic and durable furniture.

II. OBJECTIVES

To procure MODULAR CONFERENCE TABLE WITH CHAIRS in response to the general requirements of the NPC employees in the conduct operational and official activities

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. Quantity: 1 Lot - 2 Sets of Conference Table with Chairs

- 1 set of 22-Seater with 22 chairs
- 1 set of 20-seater with 20 chairs

2. The *Modular Conference Table with Chairs* should have the following specifications:
For the table frame:

- Leg profile: 25mm (w) x 50mm(h) x 1.2mm thick powder-coated steel with glider and end caps
- Cross Beam: 25mm (w) x 50mm(h) x 1.2mm thick powder-coated steel
- Connectors: casted aluminum using galvanized square nuts to tighten steel profiles; Powder-coated
- Modesty: Perforated Steel; powder-coated; can be dismantled
- Each Piece can be movable
- Easy to Assemble and disassemble if needed

For the tabletop

- Worktop: 25mm Melamine laminated on Medium Density Board
- Edging: 2mm PVC color matched with worktop; applied through hot-melt glue

- With Rounded Corners

For the Chairs

- Back: Strong, Durable Mesh
- Seat: Molded Foam
- Back Frame: PVC with back support extending to armrest; with lumbar support
- Seat Cover: PVC cover underneath for full protection
- Mechanism: Simple Mechanism
- Armrest: 4D adjustable in 4 dimensions: height/width adjustable, 'multi-way' arm with pads that rotate and slide both width wise and forward and backwards and twist.
- Gas lift: Chrome Class 3 Gas lift
- Base: Nylon Base with caster

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. The supplier upon delivery should install/build the modular conference table and chairs in the NPC office. The supplier should **inform the property officer in advance** or three (3) working days prior the actual delivery date and installation to coordinate to the PICC the required permits/pass.

5. 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. Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and end-user

6. The evaluation of the goods shall include, but not limited to:

- Inspection and Acceptance of the product by the End-User, NPC Inspection and Acceptance Committee and Property Officer; and
- Physical checks on the item for any deformation, dents and cracks and the completeness for its physical and visual examination.

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Modular Conference Table with Chairs	1 Lot	On or before 15 December 2022	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 **Small Value Procurement**.

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


Source of Fund : FY2021 Continuing Appropriations- General Appropriations Act of 2021 (APP Item No. 2021-0243)

Approved Budget : Six Hundred Thousand Pesos Only (Php600,000.00).
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

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

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_____