



REQUEST FOR QUOTATION

COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE2023) (APP Item No. 2023-0069)

06 September 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE2023) (APP Item No. 2023-0069)**. 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 **12:00NN., 12 September 2023**.

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; 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,

Digitally signed
by Medalla Joan
Therese Caragay

JOAN THERESE C. MEDALLA
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, R1.0, 01 September 2023

Ref No.: BAC-23-00614

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

TECHNICAL SPECIFICATION
COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE2023)

| I T E M | U N I T | Q T Y | Description/Specifications | | | Approved Budget of the Contract (Php 190,000.00) | | 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" for: | | | | | |
| | | | 1. Technical Requirements | | | | | |
| | | | QTY | Unit | Item Description | | | |
| | | | 200 | pcs | SIGN PEN, Black, Liquid or gel | | | |
| | | | 500 | pcs | SIGN PEN, Blue, Liquid or gel | | | |
| | | | 140 | pcs | DATA FOLDER | | | |
| | | | 25 | pack | FOLDER with tab, legal, 100 pcs per pack | | | |
| | | | 50 | pcs | MARKER, Permanent, Black | | | |
| | | | 50 | pcs | MARKER, Whiteboard, Black | | | |
| | | | 50 | box | PAPER CLIP, vinyl/plastic coated, 33mm | | | |
| | | | 40 | pad | NOTE PAD, stick on, 2" x 3", 100 sheet per pad | | | |
| | | | 40 | pad | NOTE PAD, stick on, 3" x 4", 100 sheet per pad | | | |
| | | | 40 | pad | NOTE PAD, stick on, 3" x 3", 100 sheet per pad | | | |
| | | | 10 | ream | Colored Paper, Green, A4, 80gsm | | | |
| | | | 25 | ream | Colored Paper, Orange, A4, 80gsm | | | |
| | | | 25 | ream | Colored Paper, Pastel Pink, A4, 80gsm | | | |
| | | | 25 | set | FILE TAB DIVIDER, bristol board, for LEGAL | | | |
| | | | 25 | set | FILE TAB DIVIDER, bristol board, for A4 | | | |
| | | | 120 | pcs | BATTERY, dry cell, size AA, two (2) pcs per blister pack | | | |
| | | | 80 | pcs | BATTERY, dry cell, size AAA, two (2) pcs per blister pack | | | |
| 5 | ream | Bond paper, 80gsm Short (Hard Copy brand) | | | | | | |
| 100 | box | FASTENER, metal, non-sharp edges, 50 sets per box | | | | | | |
| 20 | box | RUBBER BAND No. 18, 350g | | | | | | |
| 100 | box | STAPLE WIRE, standard | | | | | | |

| | | | | | | |
|--------------|--|------|--|--|--|--|
| | 200 | ream | Paper multicopy, 80gsm, A4, 210mm x 297mm | | | |
| | 100 | ream | Paper multicopy, 80gsm, Legal, 216mm x 330mm | | | |
| | 100 | pcs | Flaglets | | | |
| | 5 | roll | Duct Tape | | | |
| | 2. Warranty - Warranties against manufacturing defect, as well as parts and service - Warranty Period: One Year - Warranty shall commence upon issuance of the IAR by the Inspection and Acceptance Committee and end-user | | | | | |
| | 3. Payment and Delivery <i>Delivery shall be completed within thirty (30) calendar days from receipt of Purchased Order.t</i> | | | | | |
| 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 Office at 5th Floor Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

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

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

Common-Use Office Supplies NOT Available @ PS-DBM (APP-CSE2023)
(APP Item No. 2023-0069)

I. BACKGROUND

The Administrative Services Division (ASD) as a support unit to the operations of the National Privacy Commission (NPC) is mandated to ensure that all equipment, supplies and materials required for the daily operations are provided and maintained. This will be procured in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of RA 9184 The Government Procurement Reform Act as it is not currently available in the PS-DBM as per the CNAS generated through the PS-DBM portal as of 27 July 2023.

In this regard, the ASD intends to purchase the **common-use office supplies not available at PS-DBM listed in the table below**. The said supplies and materials are essential to sustain the daily operation of the Commission and to produce the required outputs of services being offered to the constituents. This is also to ensure that the Commission can comply with the requirements of the oversight agencies.

II. OBJECTIVES

To procure the common-use office supplies and equipment not available at PS-DBM in accordance with the NPC FY 2023 APP CSE.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. The supplier shall be able to provide the following:

| Unit | Item Description | Quantity |
|---|---|----------|
| COMMON-USE OFFICE SUPPLIES NOT AVAILABLE AT PS-DBM | | |
| Piece | SIGN PEN, Black, liquid or gel | 200 |
| Piece | SIGN PEN, Blue, liquid or gel | 500 |
| Piece | DATA FOLDER | 140 |
| Pack | FOLDER with tab, legal, 100 pieces per pack | 25 |
| Piece | MARKER, Permanent, Black | 50 |
| Piece | MARKER, Whiteboard, Black | 50 |
| Box | PAPER CLIP, vinyl/plastic coated, 33mm | 50 |
| Pad | NOTE PAD, stick on, 2" x 3", 100 sheets per pad | 40 |
| Pad | NOTE PAD, stick on, 3" x 4", 100 sheets per pad | 40 |
| Pad | NOTE PAD, stick on, 3" x 3", 100 sheets per pad | 40 |
| Ream | Colored Paper, Green, A4, 80gsm, | 10 |

| | | |
|-------|--|-----|
| Ream | Colored Paper, Orange, A4, 80gsm, | 25 |
| Ream | Colored Paper, Pastel Pink, A4, 80gsm, | 25 |
| Set | FILE TAB DIVIDER, bristol board, for LEGAL | 25 |
| Set | FILE TAB DIVIDER, bristol board, for A4 | 25 |
| Piece | BATTERY, dry cell, size AA, Two (2) pieces per blister pack | 120 |
| Piece | BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | 80 |
| Ream | Bond paper, 80 gsm Short (Hard Copy brand) | 5 |
| Box | FASTENER, metal, non-sharp edges, 50 sets per box | 100 |
| Box | RUBBER BAND No. 18, 350g | 20 |
| Box | STAPLE WIRE, standard | 100 |
| Ream | Paper multicopy, 80gsm, A4, 210mm x 297mm | 200 |
| Ream | Paper multicopy, 80gsm, Legal, 216mm x 330mm | 100 |
| Piece | Flaglets | 100 |
| Roll | Duct Tape | 5 |

2. *Supplier's Qualification:*

The supplier shall submit/provide the following documents:

- PhilGEPS Registration
- Mayor's/Business permit

3. *Warranty (to applicable items)*

- a. Warranties against manufacturing defects, as well as parts and service
- b. Warranty period/s: One Year
- c. Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user

4. *The evaluation of the supplies and materials shall include, but not limited to:*

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

IV. PAYMENT AND DELIVERY

Delivery shall be completed within 30 calendar days from receipt of Purchase Order.

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 (IAR) by the Inspection and Acceptance Committee and Supply Officer.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods and the mode of procurement shall be:
Alternative Mode through Negotiated procurement - Shopping

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

Source of Fund : FY2023 Current Appropriations- General Appropriations Act of 2023 (APP Item No. **2023-0069**)

Approved Budget : One Hundred Ninety Thousand Pesos Only
for the Contract (Php190,000.00).


Prepared by:


JOAN P. DEL MUNDO
Administrative Officer I, ASD

Recommending Approval:


MARLON RUBEN N. FABRICANTE
Chief, ASD

Approved by:


ATTY. MANUEL C. SATUITO
Director IV, FAO