



## REQUEST FOR QUOTATION

### HIGH-END LAPTOP GRAPHIC DESIGN, VIDEO PRODUCTION, SYSTEM & SECURITY MONITORING AND SYSTEMS DEVELOPMENT (APP Item No. 2022-0108)

26 September 2023

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **HIGH-END LAPTOP GRAPHIC DESIGN, VIDEO PRODUCTION, SYSTEMS & SECURITY MONITORING AND SYSTEMS DEVELOPMENT (APP Item No. 2022-0108)**. 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 **12:00 N.N. October 3, 2023**.

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

1. Copy of the 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 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](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

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

<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.

**TECHNICAL SPECIFICATION**  
**HIGH-END LAPTOP GRAPHIC DESIGN, VIDEO PRODUCTION, SYSTEM &**  
**SECURITY MONITORING AND SYSTEMS DEVELOPMENT**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 559,800.00)		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 Specification" for:</li> </ul>					
			<b>1. Technical Requirements</b>					
			<b>Quantity</b>	<b>Description</b>				
			4	<b>Laptop</b> <i>(see attached Technical Specification for the list of specifications)</i>				
			1	<b>Keyboard</b> <i>(see attached Technical Specification for the list of specifications)</i>				
			<b>2. Vendor's Qualification</b> Must accept "Send Bill" payment					
			<b>3. Warranty</b> One year warranty					
<b>4. Payment and Delivery</b> <i>Delivery must be within sixty-five (65) working days after the receipt of Notice to Proceed</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 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, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.
- VI. Delivery must within sixty-five (65) working days after the receipt of Notice to Proceed. If the 65<sup>th</sup> day falls on a weekend or a holiday, delivery must be on the next working day without penalty.

CONFORME:

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

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



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## TECHNICAL SPECIFICATIONS

### HIGH-END LAPTOP GRAPHIC DESIGN, VIDEO PRODUCTION, SYSTEMS & SECURITY MONITORING AND SYSTEMS DEVELOPMENT (APP Item No. 2022 - 0108)

#### 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 the 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 high-end laptops that will be used for graphic design and video production as well as for systems development.

#### II. OBJECTIVES

These laptop computers are proposed for systems development and production of IEC materials which require a higher degree of computing resources while maintaining mobility and enable multitasking capabilities alongside daily office work. Said activities include but are not limited to the following:

1. For Systems Development: Installation & configuration of web server solutions such as web server, programming languages, databases, interpreters, simulators, and other similar applications; Programming / coding; Testing & Debugging.
2. For Video & Graphics production: Pre-production (planning & development of script/concepts & storyboard); and Editing (rough cut, sound mix, visual effects, color corrections, putting titles and end cards etc.).

## IV. TECHNICAL SPECIFICATIONS

### 1. Laptop

Specifications	Requirements
Quantity	4
Display	At least 13-inches (diagonal) LED-backlit display with IPS (in-plane switching) technology.
Memory	Minimum 16 GB Unified Memory, configurable to 24GB
Storage	Minimum 512GB SSD, configurable to 1TB or 2TB
Processor	At least 8 Core CPU, 10 Core GPU, and 16 Core Neural Engine
Graphics Display	Minimum support for 6K resolution at 60 Hz.
Camera	At least 720p High Definition.
Interface Ports	Must have Two Thunderbolt Ports.
Connectivity	802.11ax Wi-Fi 6 Wireless networking. IEEE 802.11 a/b/n/g/ac compatible. Bluetooth wireless technology
Peripherals	Must have backlit keyboard with built-in fingerprint security. Must have trackpad that supports multi-touch gestures. 67W USB-C Port Power Adapter and USB-C to 2-meter charging cable.
Warranty	One (1) year

### 2. Keyboard

Specifications	Requirements
Quantity	1
Input keys	Multimedia and Numeric Keys.
Dimensions	Height: 0.16–0.43 inch (0.41–1.09 cm) Width: 10.98 inches (27.89 cm) Depth: 4.52 inches (11.49 cm)
Weight	Weight: 0.53 pound (0.239 kg)
Connectivity	USB-C to appropriate charging cable.
Warranty	One (1) year

### 1. Vendor's Qualifications

- 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	Date of Delivery	Supporting Documents
High-End Laptop for Graphic Design, Video Production, Systems and Security Monitoring and Systems Development	1 Lot (This includes 4 units of laptop and 1 unit of keyboard)	Within sixty-five (65) working days after the receipt of Notice to Proceed/Work Order/Purchase Order. If the 65 <sup>th</sup> day falls on a weekend or a holiday, delivery must be on the working day without penalty.	Sales Invoice or Billing Statement, Product warranty, Delivery Receipt, Certificate of Acceptance

**Place of Delivery:** National Privacy Commission, 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 and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee.

#### 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 Appropriation Act FY2021 Annual Procurement Plan for FY 2022 (APP Item No. 2022 - 0108)

ISSP : NPC ISSP FY 2021-2023

Approved Budget for the Contract : Five Hundred Fifty-Nine Thousand Eight Hundred Pesos (Php 559,800.00).

Prepared by:

  
**SUSANA O. ABADA**  
*Information Officer IV, PIAD*

Recommending approval:

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

Approved by:

  
**ATTY. IVIN RONALD D.M. ALZONA**  
*Executive Director*