



REQUEST FOR QUOTATION

COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP Item No. DSPQR 2023-0013)

08 December 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP Item No. DSPQR 2023-0013)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later **5:00PM., 14 December 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

**TECHNICAL SPECIFICATION
COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM**

I T E M	U N I T	Q T Y	Description/Specifications			Approved Budget of the Contract (Php 255,000.00)		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			
			30	pcs	Ballpen Black			
			30	pcs	Ballpen Blue			
			60	box	CLIP, backfold, 19mm			
			20	box	CLIP, backfold, 25mm			
			10	ream	Colored Paper, Green, A4, 80gsm			
			5	unit	COMPUTER MOUSE, Wireless			
			300	pcs	Correction Tape			
			2	pcs	CUTTER/UTILITY KNIFE, for general purpose			
			50	pcs	DATA FOLDER (red, legal size)			
			2	pcs	DATER STAMP			
			15	roll	DOUBLE SIDED TAPE			
			10	box	ENVELOPE, Mailing			
			5	pcs	ERASER, felt, for blackboard/whiteboard			
			40	box	FASTENER, metal, non-sharp edges, 50 sets per box			
2	unit	GLUE GUN						
10	pcs	Glue Stick for glue gun						
30	jar	GLUE, all-purpose						

			5	bottle	INK, for stamp pad			
			25	set	MARKER, Flourescent (3 color set)			
			12	pcs	MARKER, Whiteboard, Red			
			40	pad	Notepad, Stick on, 2" x 3", 100 sheet per pad			
			40	pad	Notepad, Stick on, 3" x 4", 100 sheet per pad			
			40	pad	Notepad, Stick on, 3" x 3", 100 sheet per pad			
			20	pad	PAPER, PAD, ruled, size: 216mm x 330mm (Â± 2mm)			
			20	box	PAPER CLIP, vinyl/plastic coated, 33mm			
			40	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm			
			440	ream	Paper multicopy, 80gsm, A4, 210mm x 297mm			
			365	ream	Paper multicopy, 80gsm, Legal, 216mm x 330mm			
			1	unit	PAPER TRIMMER/CUTTING MACHINE			
			25	box	PENCIL, lead/graphite, with eraser (HB 2)			
			30	pair	Scissors			
			144	pcs	SIGN PEN, Black (0.5 ball point)			
			252	pcs	SIGN PEN, Blue (0.5 ball point)			
			120	pcs	SIGN PEN, Red (0.5 ball point)			
			15	pcs	STAPLER, standard type			
			30	pcs	STENO NOTEBOOK			
			50	pack	Sticker Paper			
			10	pcs	TAPE DISPENSER, table top			
			40	roll	TAPE, masking, 48 mm			
			40	roll	TAPE, packing, 48 mm			
			200	roll	Tape, transparent 24 mm			

		20	roll	TAPE, transparent, 48mm			
		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 Delivery shall be completed within thirty (30) calendar days from receipt of Purchased Order/Notice to Proceed.					
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)



TECHNICAL SPECIFICATION

Common-Use Office Supplies not available @ PS DBM (APP Item No. DSPQR 2023-0013)

I. BACKGROUND

Through the collaboration of National Privacy Commission (NPC) and Department of Information and Technology (DICT) in ensuring the safeguarding of digital security and privacy of the nation, the Digital Security and Privacy Quick Response (DSPQR) Project has been implemented. It is an innovative complaints-handling system designed to swiftly address privacy concerns and secure fundamental rights of every citizens.

To ensure the smooth operations and achieve the utmost objective of the said project the NPC is mandated to provide equipment, supplies and materials required for meeting the objectives of the project which will be procured in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of RA 9184 The Government Procurement Reform Act.

In this regard, the NPC intends to procure the DSPQR Project common-use office supplies, as it is essential to the operations of the DSPQR Project unit. The said supplies and materials will be used by the personnel under the said project to produce the required outputs of services being offered to the constituents.

II. OBJECTIVES

To procure the DSPQR Project common-use office supplies to be used/consumed by the personnel under the said project

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

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

Unit	Item Description	Quantity
COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM		
pieces	Ballpen Black	30
pieces	Ballpen Blue	30
box	CLIP, backfold, 19mm	60
box	CLIP, backfold, 25mm	20
ream	Colored Paper, Green, A4, 80 gsm	10
unit	COMPUTER MOUSE, Wireless	5
piece	Correction Tape	300
piece	CUTTER/UTILITY KNIFE, for general purpose	2

piece	DATA FOLDER (red, legal size)	50
piece	DATER STAMP	2
roll	DOUBLE SIDED TAPE	15
box	ENVELOPE, Mailing	10
piece	ERASER, felt, for blackboard/ whiteboard	5
box	FASTENER, metal, non-sharp edges, 50 sets per box	40
unit	GLUE GUN	2
piece	Glue Stick for glue gun	10
jar	GLUE, all-purpose	30
bottle	INK, for stamp pad	5
set	MARKER, Fluorescent (3 color set)	25
piece	MARKER, Whiteboard, Red	12
pad	Notepad, Stick on, 2" x 3", 100 sheets per pad	40
pad	Notepad, Stick on, 3" x 4", 100 sheets per pad	40
pad	Notepad, Stick on, 3" x 3", 100 sheets per pad	40
pad	PAPER, PAD, ruled, size: 216mm x 330mm (Å± 2mm)	20
box	PAPER CLIP, vinly/ plastic coated, 33mm	20
box	PAPER CLIP, vinly/ plastic coated, jumbo, 50mm	40
ream	Paper multicopy, 80gsm, A4, 210mm x 297mm	440
ream	Paper multicopy, 80gsm, Legal, 216mm x 330mm	365
unit	PAPER TRIMMER/ CUTTING MACHINE	1
box	PENCIL, lead/ graphite, with eraser (HB 2)	25
pair	Scissors	30
piece	SIGN PEN, Black (0.5 ball point)	144
piece	SIGN PEN, Blue (0.5 ball point)	252
piece	SIGN PEN, Red (0.5 ball point)	120
piece	STAPLER, standard type	15
piece	STENO NOTEBOOK	30
pack	Sticker Paper	50
piece	TAPE DISPENSER, table top	10
roll	TAPE, masking, 48 mm	40
roll	TAPE, packaging, 48 mm	40
roll	Tape, transparent 24mm	200
roll	TAPE, transparent, 48 mm	20

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 days upon receipt of the Purchase Order/Notice to Proceed

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 Shopping - Others*

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

Source of Fund : Digital Security and Privacy Quick Response Project Annual Procurement Plan FY 2023 (DSPQR - 2023-0013).

Approved Budget : Two Hundred Fifty Five Thousand Pesos Only for the Contract (Php255,000.00).

Prepared by:


MARLON RUBEN N. FABRICANTE
Chief, ASD and Technical Staff Team Leader, DSPQR Project

Recommending Approval:



ATTY. MICHAEL R. SANTOS
*Chief, CID and
Project Lead/Focal Person, DSPQR Project*

Approved by:



ATTY. MANUEL C. SATUITO
*Director IV, FAO and
Project Director for General Administrative and Support, DSPQR*