



REQUEST FOR QUOTATION

TONER FOR 5 UNITS OF FUJIXEROX APEOSPORT C2060 (APP Item No. DSPQR 2023-0015)

08 December 2023

JOHANN KARL G. MENDOZA

Sales Director

ISOURCE ASIA BUSINESS SOLUTIONS CORPORATION

Unit 204 2/F Libertad Plaza 56 Sierra Madre Street,

Mandaluyong City 1550

Dear Mr. Mendoza:

The National Privacy Commission intends to procure **TONER FOR 5 UNITS OF FUJIXEROX APEOSPORT C2060 (APP Item No. DSPQR 2023-0015)**. As such, providers or suppliers of known qualifications are hereby invited you to submit your quotations/price proposals signed by your authorized representative not later than **05:00PM., 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,

ATTY. 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.

**TECHNICAL SPECIFICATION
TONER FOR 5 UNITS OF FUJIXEROX APEOSPORT C2060**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 340,000.00)		Compliance (Manifest your compliance by <u>writing</u> " <u>COMPLY</u> " in <u>every item</u>)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 			
			1. Technical Requirements Yellow Toner, approximate yield of at least 20,000 Unit: 8 Quantity: Cart			
			Cyan Toner, approximate yield of at least 20,000 Unit: 8 Quantity: Cart			
			Magenta Toner, approximate yield of at least 20,000 Unit: 8 Quantity: Cart			
			2. Warranty <ul style="list-style-type: none"> - 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. Evaluation of the Equipment <i>"See attached Terms of Reference for the description"</i>			
			4. Payment and Delivery <i>Delivery shall be completed within thirty (30) calendar days from receipt of Purchased Order/Notice to Proceed.</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 completed within thirty (30) calendar days from receipt of Purchase Order.
- VI. 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)