



## REQUEST FOR QUOTATION

### VARIOUS OFFICE FURNITURE AND FIXTURES (APP Item No. DSPQR 2023-0017)

08 December 2023

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **VARIOUS OFFICE FURNITURE AND FIXTURES (APP Item No. DSPQR 2023-0017)**. 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 PM., 14 December 2023**.

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

1. Copy of the 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 attachments<sup>1</sup>; 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](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,

**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  
VARIOUS OFFICE FURNITURE AND FIXTURES**

| Item | Unit | Qty | Description/Specifications  | Approved Budget of the Contract<br>(Php 405,000.00) |       | Compliance<br>(Manifest your compliance by writing "COMPLY" in every item) |
|------|------|-----|---|---|-------|--|
|      |      |     |   | Unit Price  | Total |  |
| 1    | Lot  | 1   | <ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:</li> </ul> <p><b>1. Technical Requirements</b></p> <p><b>a. 4-Layer Filing Cabinet</b></p> <p><b>Quantity</b> 10 units</p> <p><b>Material</b> Metal</p> <p><b>Thickness</b> Gauge 20</p> <p><b>Dimension</b> W90 x D45 X H138cm</p> <p><b>Vertical</b></p> <p><b>Central lock</b></p> <p><b>Powder Coated</b></p> |   |       |  |
|      |      |     | <p><b>b. Staff Chairs</b></p> <p><b>Quantity</b> 50 units</p> <p><b>Color</b> Black</p> <p><b>Mid back mesh with lumbar support</b></p> <p><b>Adjustable armrest</b></p> <p><b>Seat cushion rolling swivel</b></p>  |   |       |  |
|      |      |     | <p><b>c. Mobile Pedestal Cabinet</b></p> <p><b>Quantity</b> 10 unit</p> <p><b>Material</b> Metal</p> <p><b>Color</b> Off-white color</p> <p><b>Ball bearing roller</b></p> <p><b>3-drawer pedestal with pencil holder</b></p>   |   |       |  |
|      |      |     | <p><b>d. Foldable Table</b></p> <p><b>Quantity</b> 10 unit</p> <p><b>Material</b> (1.5m) Laminated wood</p> <p><b>Dimension</b> L150 x W45 x H75cm</p> <p><b>Color</b> Gray</p>   |   |       |  |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p><b>2. Warranty</b></p> <ul style="list-style-type: none"> <li>- Warranties against manufacturing defect, as well as parts and service</li> <li>- Warranty Period: One Year</li> <li>- Warranty shall commence upon issuance of the IAR by the Inspection and Acceptance Committee and end-user</li> </ul> |  |  |  |
|  |  |  | <p><b>3. Payment and Delivery</b></p> <p>Delivery shall be completed within thirty (30) calendar days from receipt of Purchased Order/Notice to Proceed.</p>   |  |  |  |
|  |  |  | <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.

CONFORME:

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

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