



## REQUEST FOR QUOTATION

### COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE2023) (APP Item No. DSPQR 2023-0013)

12 December 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. 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., 18 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 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:

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

<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.

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R1.0, 01 September 2023

Ref No.: BAC-23-01009

URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto: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 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"> <li>Please refer to the "Technical Specification" for:</li> </ul>					
			<b>1. Technical Requirements</b>					
			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			
		<b>2. Warranty</b> - 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					
		<b>3. Payment and Delivery</b> Delivery shall be completed on/or before 28 December 2023					
<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 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 5<sup>th</sup> Floor Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

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

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