



REQUEST FOR QUOTATION

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

12 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., 18 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 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:

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
VARIOUS OFFICE FURNITURE AND FIXTURES**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 405,000.00)		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: <p>1. Technical Requirements</p> <p>a. 4-Layer Filing Cabinet</p> <p>Quantity 10 units</p> <p>Material Metal</p> <p>Thickness Gauge 20</p> <p>Dimension W90 x D45 X H138cm</p> <p>Vertical</p> <p>Central lock</p> <p>Powder Coated</p>			
			<p>b. Staff Chairs</p> <p>Quantity 50 units</p> <p>Color Black</p> <p>Mid back mesh with lumbar support</p> <p>Adjustable armrest</p> <p>Seat cushion rolling swivel</p>			
			<p>c. Mobile Pedestal Cabinet</p> <p>Quantity 10 unit</p> <p>Material Metal</p> <p>Color Off-white color</p> <p>Ball bearing roller</p> <p>3-drawer pedestal with pencil holder</p>			
			<p>d. Foldable Table</p> <p>Quantity 10 unit</p> <p>Material (1.5m) Laminated wood</p> <p>Dimension L150 x W45 x H75cm</p> <p>Color Gray</p>			

		<p>2. Warranty</p> <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 			
		<p>3. Payment and Delivery</p> <p>Delivery shall be completed on/or before 28 December 2023</p>			
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 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, 5th 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)