



## REQUEST FOR QUOTATION

### TABLET, MONITOR, PORTABLE EXTERNAL STORAGE (APP Item No. DSPQR 2023-0010; DSPQR 2023-0011; DSPQR 2023-0007)

14 December 2023

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **TABLET, MONITOR, PORTABLE EXTERNAL STORAGE (APP Item No. DSPQR 2023-0010; DSPQR 2023-0011; DSPQR 2023-0007)**. 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 P.M., 20 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,

 Digitally signed  
by Patula Maria  
Theresita Elnar

**ATTY. MARIA THERESITA E. PATULA**  
BAC Chairperson  
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  
TABLET, MONITOR, PORTABLE EXTERNAL STORAGE**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 350,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u> )
				Unit Price	Total	
Tablet	Units	10	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:</li> </ul> <p><b>Quantity</b> Ten (10) units</p> <ul style="list-style-type: none"> <li>• Must be at least 2.4 GHz, 1.8 GHz</li> </ul> <p><b>Processor</b></p> <ul style="list-style-type: none"> <li>• CPU Processor must be at least Octa-core</li> </ul> <p><b>Memory</b> At least 6 GB</p> <p><b>Storage</b> At least 128 GB</p> <p><b>Display</b> At least 12.4 inches</p> <p><b>Operating System</b> Android</p> <p><b>Connectivity</b></p> <ul style="list-style-type: none"> <li>• At least Wi-Fi 6</li> <li>• Allows Bluetooth connectivity (At least Bluetooth 5.0)</li> <li>• Allows GPS Connectivity</li> <li>• Can be synced to a computer device</li> </ul> <p><b>Camera</b></p> <ul style="list-style-type: none"> <li>• Rear Camera - at least 8.0 MP resolution</li> <li>• Front Camera - at least 5.0 MP resolution</li> </ul> <p><b>Accessories</b> Must include a tablet case with keyboard</p> <p><b>Warranty</b></p> <ul style="list-style-type: none"> <li>• At least seven (7) days outright replacement</li> <li>• At least one (1) year service warranty or replacement in case the units and /or parts of it are found defective</li> <li>• Warranties against manufacturing defects, as well as parts and service</li> <li>• Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user</li> </ul>			

			<b>Others</b> <ul style="list-style-type: none"> <li>The bidder shall provide documentation to verify that the tablet are as defined under the specifications above.</li> <li>The bidder shall shoulder all warranty and service maintenance costs with the manufacturer</li> </ul>			
			<b>Payment and Delivery</b> <ul style="list-style-type: none"> <li>On or before 28 December 2023</li> </ul>			
<b>TOTAL</b>						

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 60,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
Monitor	Units	10	<ul style="list-style-type: none"> <li>Please refer to the "Technical Specification" for:</li> </ul>			
			<b>Quantity</b> Ten (10) units			
			<b>Screen Size</b> At least 23.8 inches			
			<b>Display Resolution</b> At least 1920x1080 pixels			
			<b>Features</b> Integrated speaker Headphone output			
			<b>Peripherals</b> With Stand			
			<b>Connectivity</b> Display Port HDMI			
			<b>Dimension</b>			
			<ul style="list-style-type: none"> <li>322 x 540 x 39mm without stand</li> <li>414 x 540 x 163mm with stand</li> </ul>			
			<b>Weight</b> 2.9kg			
<b>Warranty</b>						
<ul style="list-style-type: none"> <li>At least seven (7) days outright replacement</li> <li>At least one (1) year service warranty or replacement in case the units and /or parts of it are found defective</li> <li>Warranties against manufacturing defects, as well as parts and service</li> <li>Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user</li> </ul>						

			<b>Others</b> <ul style="list-style-type: none"> <li>The bidder shall provide documentation to verify that the tablet are as defined under the specifications above.</li> <li>The bidder shall shoulder all warranty and service maintenance costs with the manufacturer</li> </ul>			
			<b>Payment and Delivery</b> <ul style="list-style-type: none"> <li>On or before 28 December 2023</li> </ul>			
<b>TOTAL</b>						

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 60,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
Portable External Storage	Units	20	<ul style="list-style-type: none"> <li>Please refer to the "Technical Specification" for:</li> </ul>			
			<b>Quantity</b> Twenty (20) units			
			<b>Storage capacity</b> At least 1 Terabyte (TB)			
			<b>Interface</b> At least USB 3.2 Gen 1			
			<b>Dimension</b> 4.22 x 2.95 x 0.44			
			<b>Compatibility</b> Compatible with Windows® or Windows 8.1 operating system by default, but can be reformatted for other operating systems			
			<b>Warranty</b> <ul style="list-style-type: none"> <li>At least seven (7) days outright replacement</li> <li>At least one (1) year service warranty or replacement in case the units and /or parts of it are found defective</li> <li>Warranties against manufacturing defects, as well as parts and service</li> <li>Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user</li> </ul>			

			<b>Others</b> <ul style="list-style-type: none"> <li>The bidder shall provide documentation to verify that the tablet are as defined under the specifications above.</li> <li>The bidder shall shoulder all warranty and service maintenance costs with the manufacturer</li> </ul>			
			<b>Payment and Delivery</b> <ul style="list-style-type: none"> <li>On or before 28 December 2023</li> </ul>			
<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)



---

## TECHNICAL SPECIFICATION

### TABLET, MONITOR, PORTABLE EXTERNAL STORAGE (APP Item No. DSPQR 2023-0010; DSPQR 2023-0011; DSPQR 2023-0007)

#### I. BACKGROUND

The National Privacy Commission, established by the Data Privacy Act of 2012, has the clear and notable mandate to be the country's privacy watchdog. The daunting and challenging role is outlined in its operational goals to ensure that data subject's RIGHTS ARE PROMOTED, data subject RIGHTS ARE PROTECTED, and to do the RIGHT THINGS RIGHT.

The Commission's goal is the protection of every citizen's data privacy through the maximum compliance of all individuals and organizations processing data with national and international data privacy standards.

To be true to its vision, "A world-class regulatory and enforcement agency upholding the right to privacy and data protection while ensuring the free flow of information, committed to excellence, driven by a workforce that is highly competent, future-oriented, and ethical, towards a competitive, knowledge-based, and innovative nation", the Commission is adopting the digitization of its processes to achieve its objectives.

In pursuance of the goal to have a safe and resilient digital environment, NPC endeavors to expand the cooperation between DICT and NPC to improve public service for the e-gov platform and consumer-related complaints and concerns under the DICT and NPC. NPC aims to assist in the receipt, initial investigation, triaging, and initial response for both cybersecurity and data privacy concerns filed with both agencies.

#### II. OBJECTIVES

The monitor, tablet and portable external storage to be procured will aid the new employees hired thru the Digital Security and Privacy Quick Response (DSPQR) project in the discharge of their day-to-day functions, allow them to conduct on-site investigations as may be needed, attend online trainings and events related to their respective functions, and provide general support services in pursuit of all related undertaking by the Commission.

### III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

#### 1. TABLET

PARAMETERS	SPECIFICATIONS & REQUIREMENTS
Quantity	Ten (10) units
Item Description	Tablets
Processor	<ul style="list-style-type: none"> <li>Must be at least 2.4 GHz, 1.8 GHz</li> <li>CPU Processor must be at least Octa-core</li> </ul>
Memory	At least 6 GB
Storage	At least 128 GB
Display	At least 12.4 inches
Operating System	Android
Connectivity	<ul style="list-style-type: none"> <li>At least Wi-Fi 6</li> <li>Allows Bluetooth connectivity (At least Bluetooth 5.0)</li> <li>Allows GPS Connectivity</li> <li>Can be synced to a computer device</li> </ul>
Camera	Rear Camera - at least 8.0 MP resolution Front Camera - at least 5.0 MP resolution
Accessories	<ul style="list-style-type: none"> <li>Must include a tablet case with keyboard</li> </ul>
Warranty	<ul style="list-style-type: none"> <li>At least seven (7) days outright replacement</li> <li>At least one (1) year service warranty or replacement in case the units and /or parts of it are found defective</li> <li>Warranties against manufacturing defects, as well as parts and service</li> <li>Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user</li> </ul>
Others	<ul style="list-style-type: none"> <li>The bidder shall provide documentation to verify that the tablet are as defined under the specifications above.</li> <li>The bidder shall shoulder all warranty and service maintenance costs with the manufacturer.</li> </ul>

#### 2. MONITOR

Quantity	Ten (10) units
Item Description	Computer Monitor
Screen Size	At least 23.8 inches
Display Resolution	At least 1920x1080 pixels
Features	Integrated speaker Headphone output
Peripherals	With Stand
Connectivity	Display Port

	HDMI
Dimension	322 x 540 x 39mm without stand
	414 x 540 x 163mm with stand
Weight	2.9kg
Warranty	<ul style="list-style-type: none"> <li>• At least seven (7) days outright replacement at least one (1) year service warranty or replacement in case the units and /or parts of it are found defective</li> <li>• Warranties against manufacturing defects, as well as parts and service</li> <li>• Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user</li> </ul>
Others	<ul style="list-style-type: none"> <li>• The bidder shall provide documentation to verify that the computer monitor are as defined under the specifications above.</li> <li>• The bidder shall shoulder all warranty and service maintenance costs with the manufacturer.</li> </ul>

### 3. PORTABLE EXTERNAL STORAGE

Quantity	Twenty (20) units
Item Description	Portable external storage
Storage capacity	At least 1 Terabyte (TB)
Interface	At least USB 3.2 Gen 1
Dimension	4.22 x 2.95 x 0.44
Compatibility	Compatible with Windows® or Windows 8.1 operating system by default, but can be reformatted for other operating systems
Warranty	<ul style="list-style-type: none"> <li>• At least seven (7) days outright replacement at least one (1) year service warranty or replacement in case the units and /or parts of it are found defective</li> <li>• Warranties against manufacturing defects, as well as parts and service</li> <li>• Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user</li> </ul>



Others	<ul style="list-style-type: none"> <li>• The bidder shall provide documentation to verify that the Portable external storage are as defined under the specifications above.</li> <li>• The bidder shall shoulder all warranty and service maintenance costs with the manufacturer.</li> </ul>
--------	---

#### IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Tablet	10	On or before 28 December 2023	Instruction manual, warranty certificate
Monitor	10		
Portable external storage	20		

**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 and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be: *Small Value Procurement*

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

Source of Fund : Digital Security and Privacy Quick Response (DSPQR)  
Project Annual Procurement Plan FY2023:

DSPQR 2023-0010, DSPQR 2023-0011, DSPQR 2023-007

ISSP : NPC ISSP 2021-2023.

Approved Budget for the Contract : Four Hundred Seventy Thousand Peso  
(Php 470,000.00).

**Prepared by:**

Digitally signed  
by Santos  
Michael Reyes



**ATTY. MICHAEL R. SANTOS**

*Project Lead/ Focal Person, Digital Security and Privacy Quick Response Project*

**Recommending Approval:**

Digitally signed by  
Patula Maria Theresita  
Elnar



**ATTY. MARIA THERESITA E. PATULA**

*Project Director for Operations, Digital Security and Privacy Quick Response Project*

**Approved by:**



**ATTY. MANUEL C. SATUITO**

*Project Director for General Administrative and Support,  
Digital Security and Privacy Quick Response Project  
OIC – Executive Director  
SO no. 081 s. 2023*