



REQUEST FOR QUOTATION

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

15 December 2023

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., 21 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. MARIA THERESITA E. PATULA

BAC Chairperson
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**

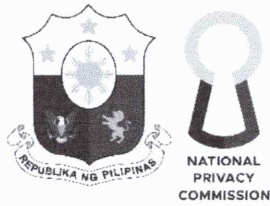
Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 340,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 			
			1. Technical Requirements			
			Yellow Toner, approximate yield of at least 20,000			
			Unit: 6			
			Quantity: Cart			
			Cyan Toner, approximate yield of at least 20,000			
			Unit: 6			
			Quantity: Cart			
Magenta Toner, approximate yield of at least 20,000						
Unit: 6						
Quantity: Cart						
Black Toner, approximate yield of at least 20,000						
Unit: 8						
Quantity: Cart						
2. Warranty						
- 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						
"See attached Terms of Reference for the description"						
4. Payment and Delivery						
Delivery shall be completed on or before 28 December 2023						
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 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)



TECHNICAL SPECIFICATION

Toner for 5 units of Fujixerox ApeosPort C2060 (APP Item No. DSPQR 2023-0015)

I. BACKGROUND

With the collaborative effort of **National Privacy Commission (NPC)** and **Department of Information and Technology (DICT)** joined forces in the implementation of the **Digital Security and Privacy Quick Response (DSPQR) Project** to safeguard the digital security and privacy of the nation. It is an innovative complaints-handling system designed to swiftly address privacy concerns and secure fundamental rights of every citizens.

To ensure the smooth operations and achieve the utmost objective of the said project the NPC proposes the purchase of consumables for Fuji Xerox APC 2060.

II. OBJECTIVES

To procure consumables for the multi-function printer and not disrupt the operation during the entire period of the Digital Security and Privacy Quick Response (DSPQR) Project.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. The supplier shall be able to provide the following:

Unit	Item Description	Quantity
CONSUMABLES FOR FUJI XEROX APC 2060		
Cart	Yellow Toner, approximate yield of at least 20,000	6
Cart	Cyan Toner, approximate yield of at least 20,000	6
Cart	Magenta Toner, approximate yield of at least 20,000	6
Cart	Black Toner, approximate yield of at least 20,000	8

2. *Supplier's Qualification:*

The supplier shall submit/provide the following documents:

- PhilGEPS Registration
- Mayor's/Business permit

3. *Warranty*

- a. Warranties against manufacturing defects, as well as parts and service
- b. Warranty period/s: One Year
- c. Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user.

4. *The evaluation of the equipment shall include, but not limited to:*

- Inspection and Acceptance of the product by the End-User, NPC Inspection and Acceptance Committee and Property Officer; and
- Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.

IV. PAYMENT AND DELIVERY

Delivery shall be completed on or before 28 December 2023.

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/purchase order and instructions and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be:

1. *Alternative Mode through Negotiated Procurement – Direct Contracting*

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

Source of Fund : Digital Security and Privacy Quick Response Project Annual Procurement Plan FY 2023 (DSPQR – 2023-0015).

Approved Budget for: Three Hundred Forty Thousand Pesos Only (Php 340,000.00) the Contract

Prepared by:



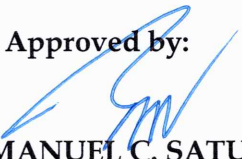
MARLON RUBEN N. FABRICANTE
Chief, ASD and Technical Staff Team Leader, DSPQR Project


Recommending Approval:



ATTY. MICHAEL R. SANTOS
Chief, CID and Project Lead/Focal Person, DSPQR Project

Approved by:



ATTY. MANUEL C. SATUITO
Director IV, FAO and 
Project Director for General Administrative and Support, DSPQR