



REQUEST FOR QUOTATION

PORTABLE PRINTER, PORTABLE SCANNER, SCANNER, COLORED PRINTERS, INDUSTRIAL SHREDDER (APP Item No. DSPQR 2023-0003; DSPQR 2023-0004; DSPQR 2023-0005; DSPQR 2023-0006; DSPQR 2023-0009)

15 December 2023

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PORTABLE PRINTER, PORTABLE SCANNER, SCANNER, COLORED PRINTERS, INDUSTRIAL SHREDDER (APP Item No. DSPQR 2023-0003; DSPQR 2023-0004; DSPQR 2023-0005; DSPQR 2023-0006; DSPQR 2023-0009)**. 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., 21 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,

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
PORTABLE PRINTER, PORTABLE SCANNER, SCANNER, COLORED
PRINTERS, INDUSTRIAL SHREDDER**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 230,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
Portable Printer	Units	10	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: Quantity Ten (10) units Resolution 4800x1200 dpi No. of cartridges At least 3 cartridge per printer Duty Cycle At least 500 pages Connectivity <ul style="list-style-type: none"> • USB • Wi-Fi • Google Cloud Print • Wi-Fi Direct Features <ul style="list-style-type: none"> • Borderless Printing • 50 sheet max paper input Paper Size <ul style="list-style-type: none"> • Letter (8.5 x 11) • Legal (8.5 x 14) Warranty <ul style="list-style-type: none"> • 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 • Warranties against manufacturing defects, as well as parts and service • Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user Others <ul style="list-style-type: none"> • The bidder shall provide documentation to verify that the tablet are as defined under the specifications above. • The bidder shall shoulder all warranty and service maintenance costs with the manufacturer. • The bidder shall provide 1 set of cartridges per unit (total of 4 cartridges) 			

			Payment and Delivery <ul style="list-style-type: none"> On or before 28 December 2023 			
			TOTAL			

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 94,400.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
Portable Scanner	Units	4	<ul style="list-style-type: none"> Please refer to the "Technical Specification" for: 			
			Quantity Four (4) units Scan Resolution 1200dpi Interface USB 3.0 Paper tray capacity 20 sheets Features <ul style="list-style-type: none"> Automatic document feeder (ADF) 10-20 sheet ADF capacity 			
			Warranty <ul style="list-style-type: none"> 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 Warranties against manufacturing defects, as well as parts and service Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user 			
			Others <ul style="list-style-type: none"> The bidder shall provide documentation to verify that the tablet are as defined under the specifications above. The bidder shall shoulder all warranty and service maintenance costs with the manufacturer 			
			Payment and Delivery <ul style="list-style-type: none"> On or before 28 December 2023 			
			TOTAL			

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 120,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
Scanner	Units	4	<ul style="list-style-type: none"> Please refer to the "Technical Specification" for: 			
			Quantity Four (4) units			
			Scanner Type Sheet-fed, one-pass duplex color scanner			
			Resolution At least 300 dpi			
			Scanning speed At least 35 ppm/70 ipm			
			Automatic Document Feeder capacity 50 pages			
			Duty Cycle 4000 sheets			
			Document Sizes: <ul style="list-style-type: none"> Minimum: 2" x 2" Maximum: 8.5" x 240 			
			Warranty <ul style="list-style-type: none"> 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 Warranties against manufacturing defects, as well as parts and service Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user 			
			Others <ul style="list-style-type: none"> The bidder shall provide documentation to verify that the tablet are as defined under the specifications above. The bidder shall shoulder all warranty and service maintenance costs with the manufacturer 			
			Payment and Delivery <ul style="list-style-type: none"> On or before 28 December 2023 			
TOTAL						

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 90,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
Colored Printers	Units	3	<ul style="list-style-type: none"> Please refer to the "Technical Specification" for: <p>Quantity Three (3) units</p> <p>Print speed 17.0 IPM</p> <p>Maximum Resolution 4800 x 1200 dpi</p> <p>Copy Resolution Up to 600 x 600 dpi</p> <p>Maximum Paper Size 329 x 1200 mm</p> <p>Features</p> <ul style="list-style-type: none"> Automatic duplex printing Bi-directional printing 35 sheet paper capacity LCD Touch Screen With refillable ink tank <p>Interface</p> <ul style="list-style-type: none"> At least USB 2.0 Ethernet, Wi-Fi, Wi-Fi Direct <p>Warranty</p> <ul style="list-style-type: none"> 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 Warranties against manufacturing defects, as well as parts and service Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user <p>Others</p> <ul style="list-style-type: none"> The bidder shall provide documentation to verify that the tablet are as defined under the specifications above. The bidder shall shoulder all warranty and service maintenance costs with the manufacturer. The bidder shall provide 1 set of cartridges per unit (total of 4 cartridges) 			
			<p>Payment and Delivery</p> <ul style="list-style-type: none"> On or before 28 December 2023 			
TOTAL						

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 100,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
Industrial Shredders	Units	5	<ul style="list-style-type: none"> Please refer to the "Technical Specification" for: <p>Quantity Five (5) units</p> <p>Duty Cycle At least 2 hours of continuous shredding</p> <p>Features</p> <ul style="list-style-type: none"> Shreds paper, credit card, CD, Fastener, paperclip, staple wire, etc. Sleep Mode function Paper Jam, Overheat, and Full bin indicators Max cutting capacity of 18 sheets <p>Waste Bin Capacity At least 25L</p> <p>Warranty</p> <ul style="list-style-type: none"> 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 Warranties against manufacturing defects, as well as parts and service Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user <p>Others</p> <ul style="list-style-type: none"> The bidder shall provide documentation to verify that the tablet are as defined under the specifications above. The bidder shall shoulder all warranty and service maintenance costs with the manufacturer. The bidder shall provide 1 set of cartridges per unit (total of 4 cartridges) 			
			<p>Payment and Delivery</p> <ul style="list-style-type: none"> 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 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)



TECHNICAL SPECIFICATION

PORTABLE PRINTER, PORTABLE SCANNER, SCANNER, COLORED PRINTERS, INDUSTRIAL SHREDDER (APP Item Nos. DSPQR 2023-0003 to DSPQR 2023-0006; DSPQR 2023-0009)

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 by coordinating with the **Consumer Complaint Center (CCC)**, the primary contact point of the public where all consumer-related complaints and concerns under the jurisdiction and control of DICT may be filed. 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 procure Portable Printer, Portable Scanner, Scanner, Colored Printers, and Industrial Shredder in response to the general requirements of the Digital Security and Privacy Quick Response (DSPQR) project employees in performance of their real time/daily task inside the NPC Office and while conducting their onsite investigation.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. PORTABLE PRINTER

PARAMETERS	SPECIFICATIONS & REQUIREMENTS
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Quantity	Ten (10) units
Item Description	Portable Printer
Resolution	4800x1200 dpi
No. of cartridges	At least 3 cartridge per printer
Duty Cycle	At least 500 pages
Connectivity	<ul style="list-style-type: none"> • USB • Wi-Fi • Google Cloud Print • Wi-Fi Direct
Features	<ul style="list-style-type: none"> • Borderless Printing • 50 sheet max paper input
Paper Size	<ul style="list-style-type: none"> • Letter (8.5 x 11) • Legal (8.5 x 14)
Warranty	<ul style="list-style-type: none"> • 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 • Warranties against manufacturing defects, as well as parts and service • Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user
Others	<ul style="list-style-type: none"> • The bidder shall provide documentation to verify that the Portable printers are as defined under the specifications above. • The bidder shall shoulder all warranty and service maintenance costs with the manufacturer. • The bidder shall provide 1 set of cartridge per unit (total of 4 cartridges)

2. PORTABLE SCANNER

PARAMETERS	SPECIFICATIONS & REQUIREMENTS
Quantity	Four (4) units
Item Description	Portable scanner
Scan Resolution	1200dpi
Interface	<ul style="list-style-type: none"> • USB 3.0
Paper tray capacity	20 sheets
Features	<ul style="list-style-type: none"> • Automatic document feeder (ADF) • 10-20 sheet ADF capacity
Warranty	<ul style="list-style-type: none"> • 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 • Warranties against manufacturing defects, as well as parts and service • Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user
Others	<ul style="list-style-type: none"> • The bidder shall provide documentation to verify that the portable scanners are as defined under the specifications above.

	<ul style="list-style-type: none"> The bidder shall shoulder all warranty and service maintenance costs with the manufacturer.
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3. SCANNER

PARAMETERS	SPECIFICATIONS & REQUIREMENTS
Quantity	Four (4) units
Item Description	High-speed scanner
Scanner Type	Sheet-fed, one-pass duplex color scanner
Resolution	At least 300 dpi
Scanning speed	At least 35 ppm/70 ipm
Automatic Document Feeder capacity	50 pages
Duty Cycle	4000 sheets
Document Sizes:	Minimum: 2" x 2" Maximum: 8.5" x 240
Warranty	<ul style="list-style-type: none"> 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 Warranties against manufacturing defects, as well as parts and service Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user
Others	<ul style="list-style-type: none"> The bidder shall provide documentation to verify that the high-speed scanners are as defined under the specifications above. The bidder shall shoulder all warranty and service maintenance costs with the manufacturer.

4. COLORED PRINTERS

PARAMETERS	SPECIFICATIONS & REQUIREMENTS
Quantity	Three (3) units
Item Description	Colored printers
Print speed	17.0 IPM
Maximum Resolution	4800 x 1200 dpi
Copy Resolution	Up to 600 x 600 dpi
Maximum Paper Size	329 x 1200 mm
Features	<ul style="list-style-type: none"> Automatic duplex printing Bi-directional printing 35 sheet paper capacity LCD Touch Screen With refillable ink tank
Interface	<ul style="list-style-type: none"> At least USB 2.0 Ethernet, Wi-Fi, Wi-Fi Direct
Warranty	<ul style="list-style-type: none"> At least seven (7) days outright replacement

	<ul style="list-style-type: none"> • At least one (1) year service warranty or replacement in case the units and /or parts of it are found defective • Warranties against manufacturing defects, as well as parts and service • Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user
Others	<ul style="list-style-type: none"> • The bidder shall provide documentation to verify that the colored printers are as defined under the specifications above. • The bidder shall shoulder all warranty and service maintenance costs with the manufacturer. • The bidder shall provide 1 set of ink bottles per unit (total of 4 bottles per set)

5. INDUSTRIAL SHREDDER

PARAMETERS	SPECIFICATIONS & REQUIREMENTS
Quantity	Five (5) units
Item Description	Industrial paper shredders
Duty Cycle	At least 2 hours of continuous shredding
Features	<ul style="list-style-type: none"> • Shreds paper, credit card, CD, Fastener, paperclip, staple wire, etc. • Sleep Mode function • Paper Jam, Overheat, and Full bin indicators • Max cutting capacity of 18 sheets
Waste Bin Capacity	<ul style="list-style-type: none"> • At least 25L
Warranty	<ul style="list-style-type: none"> • 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 • Warranties against manufacturing defects, as well as parts and service • Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user
Others	<ul style="list-style-type: none"> • The bidder shall provide documentation to verify that the industrial paper shredders are as defined under the specifications above. • The bidder shall shoulder all warranty and service maintenance costs with the manufacturer.

6. Suppliers Qualification

The supplier shall submit/provide the following documents:

- PhilGEPS Registration
- Mayor's/Business permit
- Other documents as needed and prescribed under Revised IRR of RA No. 9184
- Supplier must have accredited/authorized service center in Metro Manila

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Portable Printer	10	Within twenty (20) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ PO	Instruction manual, warranty certificate
Portable scanners	4		
Scanners	4		
Colored printers	3		
Industrial shredders	5		

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:

1. *Alternative Mode through Negotiated Procurement -*
 - a. *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 2023-0003 to 0005 and DSPQR 2023-0009

ISSP : NPC ISSP 2021-2023 (If covered by ISSP).

Approved Budget for the Contract : Six Hundred Thirty-Four Thousand Four Hundred Pesos Only (**Php 634,400.00**)

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:



Digitally signed by
Alzona Ivin Ronald
De Mesa

ATTY. IVIN RONALD D.M. ALZONA

Project Manager, Digital Security and Privacy Quick Response Project