



REQUEST FOR QUOTATION

LAPTOPS (APP Item No. DSPQR 2023-0012)

16 December 2023

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **LAPTOPS (APP Item No. DSPQR 2023-0012)**. 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 **12:00 PM., 22 December 2023**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the 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;
4. Income/Business Tax return of the preceding year; and
5. 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
MOBILE PHONES WITH SIM CARDS**

I T E M	U N I T	Qty	Description/Specifications	Approved Budget of the Contract (Php 990,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	L O T	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: <p>1. Technical Requirements</p> <p>a. Laptops</p> <p>Quantity Twenty-two (22) units</p> <p>Processor At least 6-core/ 12-thread Mobile Processor</p> <p>Operating System At least Windows 10 Pro; English language</p> <p>Memory At least 8 GB DDR4</p> <p>Storage At least 256 GB</p> <p>Display At least 15.6 inches</p> <p>Graphics</p> <ul style="list-style-type: none"> • At least 4Gb DDR4 Graphics Card • GPU base clock - 300 MHz • GPU boost clock - 1600 Mhz <p>Connectivity</p> <ul style="list-style-type: none"> • Allows Wi-Fi connectivity. • Allows Bluetooth connectivity (At least Bluetooth 5.0) <p>Camera HD Camera</p> <p>Peripherals Keyboard: Carbon, Non-backlit</p> <p>Interface Ports</p> <ul style="list-style-type: none"> • With at least one HDMI port • With power adapter port • With RJ45 ethernet port • With at least two USB 3.2 Gen 1 Ports • With at least two USB 3.2 Gen 1 Type-C with Power Delivery/ Display port • With headphone/microphone audio jack <p>Accessories</p> <ul style="list-style-type: none"> • Must include one wireless mouse. • Must include one top load laptop carry case 			

		<ul style="list-style-type: none"> At least seven (7) days outright replacement, Warranties against manufacturing defects, as well as parts and service At least one (1) year service warranty or replacement in case the units and /or parts of it are found defective. 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 mobile phones with sim cards are as defined under the specifications above. The bidder shall shoulder all warranty and service maintenance costs with the manufacturer. 		
		<p>2. Suppliers Qualification</p> <ul style="list-style-type: none"> Supplier must have accredited/authorized service center in Metro Manila Must Provide an Instruction Manual and Warranty Certificate 		
		<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)



TECHNICAL SPECIFICATION

LAPTOP (APP Item No. DSPQR 2023-0012)

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 laptops 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

Laptop

Quantity	Twenty-two (22) units
Item Description	Laptop
Processor	At least 6-core/ 12-thread Mobile Processor
Operating System	At least Windows 10 Pro; English language
Memory	At least 8 GB DDR4
Storage	At least 256 GB
Display	At least 15.6 inches
Graphics	At least 4Gb DDR4 Graphics Card GPU base clock - 300 MHz GPU boost clock - 1600 Mhz
Connectivity	Allows Wi-Fi connectivity. Allows Bluetooth connectivity (At least Bluetooth 5.0)
Camera	HD Camera
Peripherals	Keyboard: Carbon, Non-backlit
Interface Ports	With at least one HDMI port With power adapter port With RJ45 ethernet port With at least two USB 3.2 Gen 1 Ports With at least two USB 3.2 Gen 1 Type-C with Power Delivery/ Display port With headphone/microphone audio jack
Accessories	Must include one wireless mouse. Must include one top load laptop carry case
Warranty	<ul style="list-style-type: none"> • At least seven (7) days outright replacement, Warranties against manufacturing defects, as well as parts and service. • At least one (1) year service warranty or replacement in case the units and /or parts of it are found defective. • 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 laptops are as defined under the specifications above. • The bidder shall shoulder all warranty and service maintenance costs with the manufacturer.

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Laptop	22	On or before 28 December 2023	Instruction manual, warranty certificate

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

ISSP : NPC ISSP 2021-2023.

Approved Budget for the Contract : Nine Hundred Ninety Thousand Pesos Only (Php990,000.00).

Prepared by:



ATTY. MICHAEL R. SANTOS

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

Recommending Approval:



ATTY. MARIA THERESITA E. PATULA

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

Approved by:



ATTY. JOHN HENRY D. NAGA

Overall Project Head

Digital Security and Privacy Quick Response Project