



REQUEST FOR QUOTATION

TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS) (APP Item No. 2024-0019)

01 March 2024

MS. FUMIYA TOMIYAMA

General Manager
Copylandia Office Systems Corporation
718 Sgt. Bumatay, Mandaluyong, 1550 Kalakhang Maynila

Dear Ms. Tomiyama:

The National Privacy Commission intends to procure **TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)** under **(APP Item No. 2024-0019)**. 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 **05:00 PM., 07 March 2024**.

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

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current 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,

Digitally signed
by Mendoza Ma
Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA

Head, BAC Secretariat
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 PRINTER RISO COMCOLOR FW5230 (2 UNITS)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 220,000.00)		Compliance (Manifest your compliance by <u>writing</u> "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/Specification					
			Item	Unit	Quantity			
			Black Toner, approximate yield of at least 90,000	Cart	4			
			Cyan Toner, approximate yield of at least 85,000	Cart	2			
			Magenta Toner, approximate yield of at least 110,000	Cart	2			
			Yellow Toner, approximate yield of at least 85,000	Cart	2			
			2. Warranty					
<ul style="list-style-type: none"> One year Warranty Warranties against manufacturing defects, as well as parts and service 								
3. Payment and Delivery Terms								
<ul style="list-style-type: none"> 30 calendar days from receipt of Purchase Order (PO) 								
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)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____
Page No. _____
Book No.: _____
Series of 20 _____



TECHNICAL SPECIFICATION

TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS) (APP Item No. 2024-0019)

I. BACKGROUND

The Administrative Services Division of the National Privacy Commission (NPC) is tasked to support, maintain, and ensure that the operation of National Privacy Commission is functioning as efficiently as possible. In this regard, the Administrative Services Division proposes the purchase of toners for Riso Comcolor FW5230.

II. OBJECTIVES

To procure consumables for the multi-function printer and not disrupt the operation and services of the ASD-General Services Unit.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

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

Unit	Item Description	Quantity
TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)		
Cart	Black Toner, approximate yield of at least 90,000	4
Cart	Cyan Toner, approximate yield of at least 85,000	2
Cart	Magenta Toner, approximate yield of at least 110,000	2
Cart	Yellow Toner, approximate yield of at least 85,000	2

IV. SUPPLIER'S QUALIFICATION:

The supplier shall submit/provide the following documents:

- PhilGEPS Registration
- Mayor's/Business permit

V. 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.

IV. PAYMENT AND DELIVERY

Delivery shall be completed within 30 calendar days from receipt of Purchase Order.

Place of Delivery shall be at 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.

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.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods and the mode of procurement shall be Alternative Mode through Negotiated Procurement- Direct Contracting.

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

Source of Fund : NPC Annual Procurement Plan FY 2024
(APP Item No. 2024-0019)

Approved Budget : Two Hundred Twenty Thousand Pesos Only
for the Contract (Php220,000.00).


Prepared by:


AIZZA CZARINA P. AGUILA
Administrative Assistant VI, ASD

Recommending Approval:


JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Approved by:


MARLON RUBEN N. FABRICANTE
Chief ASD and CMC-Director IV, FAO
(per Privacy Commission Special Order No. 002 s. 2024)