



REQUEST FOR QUOTATION

TONER FOR PRINTER FUJIXEROX APEOSPORT C2060 (5 UNITS) (APP Item No. 2024-0018)

11 March 2024

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 PRINTER FUJIXEROX APEOSPORT C2060 (5 UNITS)** under **(APP Item No. 2024-0018)**. 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., 17 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,

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 FUJIXEROX APEOSPORT C2060 (5 UNITS)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 465,000.00)		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 20,000	Cart	8			
			Cyan Toner, approximate yield of at least 20,000	Cart	6			
			Magenta Toner, approximate yield of at least 20,000	Cart	6			
			Yellow Toner, approximate yield of at least 20,000	Cart	6			
			Waste Toner, approximate yield of at least 30,000	Cart	6			
			Drum Cartridge R1	Cart	5			
			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"> 45 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:

By:

(Name of Supplier/Provider/Date)

(Name/Position/Signature of Representative/Date)