



Republic of the Philippines

NATIONAL PRIVACY COMMISSION

3rd floor, Core G, GSIS Headquarters Building, Financial Center Area, Pasay City

REQUEST FOR QUOTATION (Rental of Multifunctional Printer)

Date: 19 March 2018

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to rent Multifunctional Printer.

As such, the provider or supplier of known qualifications is hereby invited to submit their quotations/price proposals not later than **17 March 2017**.

The service provider must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Income Tax Return; and
4. Omnibus Sworn Statement

Please submit your formal proposal duly signed by your representative through email, joel.pagtulingan@privacy.gov.ph or via sealed envelope or the option of the supplier, attention to:

Joy M. Lazcano
BAC Secretariat Head
National Privacy Commission
0917-7927-459

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract	
				Unit Price	Total
			TECHNICAL SPECIFICATIONS		
1	unit	1	Rental of Multifunctional Printer -Monochrome printer -24/7 service hours -Assured availability of spare parts Machine requirements -at least 28 print per print -Standard network printing capability -Standard network colour scanner capability -Fax function -At least 1800 dpi x 600 dpi print resolution	Php250,000.00	Php250,000.00

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			-At least 600 dpi x 600 dpi scan resolution -At least 2048 MB memory capacity -With built-in automatic document feeder -A5 to A3 paper sizes -At least 1,000 sheets paper capacity; two papers trays plus bypass tray -Contract duration is for one (1) year only		
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- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Delivery of the unit shall be made within ten (10) calendar days from receipt of signed contract.
- IV. Payment shall be prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes monthly.