



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF BOOKSHELVES

30 October 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **two (2) Bookshelves**.

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 **4:00 P.M., 3 November 2020**.

The service providers/suppliers 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; and
3. 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

Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head

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BAC Secretariat Head
National Privacy Commission
(02) 8234-2228 loc. 127



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TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 30,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	unit	2	<p>A. TECHNICAL SPECIFICATIONS</p> <ol style="list-style-type: none"> 1. Made of teak veneered plywood 2. Natural lacquer finish 3. Measure: 1275mm high x 1200mm wide x 355mm deep 4. Divided in two compartments 5. Fitted with glass doors, handles, catches and locks 6. Three adjustable shelves of 20mm plywood with teak edges for each compartment 7. Each adjustable shelf is supported at each end by two Dowel-type bearers which are secured to holes horizontally 230mm apart <p>B. TERMS OF SERVICE</p> <ol style="list-style-type: none"> 1. Minimum one (1) year warranty on part and services 			
TOTAL						

Instruction to bidders.

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- IV. Delivery shall be completed within forty-five (45) days from receipt of Purchase Order unless a different date is specified.



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- V. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- VI. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VII. Send bill arrangement

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)