



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

Rental of One (1) Unit Multi-functional Printer

14 October 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **rental of one (1) unit of Multi-functional Printer**.

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 **4:00p.m, 19 October 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;
3. Notarized Omnibus Sworn Statement; 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:

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		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	Lot	1	<p>A. Technical Multifunctional printer</p> <ul style="list-style-type: none"> • Print, copy, scan, fax • At least 5 copies per minute or more • Built in reversible automatic document feeder • Stackless automatic duplex unit • Built-in electronic sorting A4 to A3 • At least 1,150 sheets paper per capacity • At least 25% to 400% reduction and enlargement • At least 256 password protection for access limitations • Universal design touch screen control panel • Energy saving mode • Meet ENERGY STAR guidelines • Toner recycle mechanism • Generating reports on the volume of printing <p>B. Supplier Qualifications</p> <ul style="list-style-type: none"> • Monthly equipment checkups • Continuous improvement of rental system: model 	<p>Php 53,000.00 (rental for 2 months and 15 days to commence from 17 October to 31 December 2020.)</p>		



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			upgrading or availment of backup unit at no extra cost • Availability of toner • Availability of spare parts and consumables at all times		
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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.
- 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. 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.

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

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