



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION  
RENTAL OF HIGH-VOLUME SCANNER**

29 January 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to rent at least seven (7) units of High-Volume Scanner.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **4:00 P.M., 02 February 2021**.

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 with applicable attachments<sup>1</sup>; 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](mailto: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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<sup>1</sup> **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 and its attachment must specifically state the name of this procurement.



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**TECHNICAL SPECIFICATION**

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 439,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	lot	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <ol style="list-style-type: none"> <li>1. Technical Requirements</li> <li>2. Terms/Service Benefits Requirements</li> </ol>			
<b>TOTAL</b>					

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. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, unless a different delivery term is provided in the Technical Specifications.

CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
 (Name/Position/Signature of Representative/Date)



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TERMS OF REFERENCE

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**RENT OF HIGH-VOLUME DOCUMENT SCANNER FOR NATIONAL PRIVACY COMMISSION'S REGULAR OFFICE WORK**

**I. BACKGROUND**

The National Privacy Commission intends to rent high-volume document scanner for daily operations. The National Privacy Commission needs to rent high-volume document scanner for the preservation of documents in accordance with Republic Act No. 9470 (RA 9470), otherwise known as the National Archives of the Philippines Act of 2007 which mandates the general protection, use, storage and disposition of public records including the acquisition, storage and preservation of public archives and providing facilities for reference, research or other purposes. It could also help for easier retrieval of important documents through digitized files. The high-volume document scanners will be essential to the efficient delivery of output and daily operations of the NPC units especially during the implementation of Work-From-Home arrangements, where documents are routed electronically.

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The following NPC units, based on their functions and deliverables, will be issued with high-volume scanners: One (1) unit for Finance, Planning and Management Division (FPMD) for scanning of back up files, one (1) unit for Deputy Privacy Commissioner/Finance and Administrative Office (FAO) for preparation of documents for submission to oversight agencies such as Commission on Audit (COA) and Department of Budget and Management (DBM), one (1) unit for Administrative Services Division- General Records Unit (ASD-GRU) in compliance to the requirements of RA 9470, one (1) unit for Administrative Services Division for scanning of documents for BAC, supply and records, one (1) unit for Compliance and Monitoring Division (CMD) for filing and back-up of Data Protection Officer (DPO) registration documents, one (1) unit for Bids and Awards Committee, and one (1) unit for Office of the Privacy Commissioner (OPC) for scanning of case files that will be subjected to adjudication hearing.

The technical requirements and terms of reference have been coordinated and consulted with the Information and Communications Technology (ICT) Task Force. Their inputs are incorporated in this Terms of Reference.



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**II. TECHNICAL REQUIREMENTS**

High-volume document scanner:

- Fast scanning- up to 65ppm/130ipm
- Scanner Type: Automatic Document Scanner
- Scanning method: Contact Image Sensor
- Scanning side: Simplex/Duplex/Double Exposure
- Image output: Binary, Greyscale (8bit), Color, Multistream
- Document Size Minimum: 1.9in. x 2.1in.
- Document Size Maximum: 8.5in. x 220in.
- Feeding capacity: 100 sheets
- Daily Duty cycle: 8,000 sheets
- Comes with PaperStream IP (TWAIN/ISIS), Image Capture Plus
- The end-user must have the discretion to delete saved scanned documents


**III. TERMS/SERVICE BENEFITS REQUIREMENTS**

- *At least 7 Units of High-volume document scanners*
- The rental will cover CY2021 to start from the signing of contract until 31 December 2021.
- Amenable to send-bill arrangement
- Shall conduct monthly schedule of regular check-ups of the unit.
- Continuous improvement of rental system with model upgrading or availment of back-up unit, whichever is best, at no extra cost for efficiency and productivity.
- Assured availability of spare parts all the time
- Payment shall be processed upon receipt of billing

**IV. APPROVED BUDGET FOR THE CONTRACT**

Php439,000.00 (VAT inclusive)

Prepared by:

  
MARIA DONABELLA TAVORA  
Supervising Administrative Officer

Approved by:

  
MARIA DELIA S. PRESQUITO  
Chief, ASD