



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION  
ACRYLIC SHIELD**

15 March 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **ACRYLIC SHIELD**.

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 **9:00 A.M., 19 March 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, Pasay City

**Attention to: ATTY. ANNA BENJIELINE R. PUZON**  
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:** Please use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>) and that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please ensure submission of the necessary attachments:

1. **If sole proprietorship:** duly notarized Special Power of Attorney (for authorized representative)
2. **If 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 130,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	lot	NOTE: Please refer to the attached Terms of Reference for the following:	130,000.00	130,000.00	
		Acrylic Shields Technical Specifications Quantity Thickness Dimensions Delivery Terms			
<b>TOTAL</b>			130,000.00		

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. Send bill arrangement and final product must be subject for inspection and acceptance of the end-user unless otherwise provided.
- VII. Delivery shall be made at NPC Office at 5F Delegation Building, PICC Complex, Pasay City.

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

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



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		Republic of the Philippines <b>NATIONAL PRIVACY COMMISSION</b> Ang Kiukok Hall (East Banquet), 5th Flr. Delegation Bldg, PICC Complex, Roxas Blvd., Pasay City			
<b>PURCHASE REQUEST</b>					
<b>DIVISION</b>	<i>ACO</i>	<b>PR No.</b>	<i>2021-02-0022</i>	<b>Date</b>	<i>17 Feb 2021</i>
<b>SECTION</b>		<b>SAI No.</b>		<b>Date</b>	
<b>Quantity</b>	<b>Unit</b>	<b>Item Description</b>	<b>Stock No.</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	lot	<b>Acrylic Shield</b>		130,000.00	130,000.00
		Technical Specifications:			
		Quantity: at least 25 units			
		Thickness: 3mm			
		Dimension: 30in x 24in x 30in			
		Delivery Terms: 15 days from receipt of PO			
		XXXXXXNothing FollowsXXXXX			
<b>TOTAL COST</b>					<b>130,000.00</b>
<b>PURPOSE:</b>					
To ensure the compliance of NPC to the strict health protocols during the pandemic, and in support to Privacy Commission Order No. 007, S. 2020 or the "Guidelines Adopting Alternative Work Arrangement and Mechanisms on the Resumption of Services during the "New Normal" Situation Amid the COVID-19 Pandemic". The acrylic shields will be used mainly during conduct of physical case hearings in support to the proposal of the Complaints and Investigation Division.					
<b>CHARGED TO:</b>					
<input checked="" type="checkbox"/> General Fund <input type="checkbox"/> Other _____					
<b>Requested by:</b>		<b>Approved by:</b>			
Signature  Printed Name <b>MARIA DELIA PRESQUITO</b> Designation Chief, ASD		Signature  Printed Name <b>ATTY. JOHN HENRY D. NAGA</b> Designation Deputy Commissioner/OIC Director IV, FAO			



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