



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION
CONFERENCE SYSTEM/WIRED OR WIRELESS MICROPHONES**

27 May 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **CONFERENCE SYSTEM/WIRED OR WIRELESS MICROPHONES**.

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., 2 June 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 located¹;
2. PhilGEPS Registration Number; and
3. Manifestation of compliance² to the attached technical specification signed by your authorized representative.

As skeletal workforce is being enforced at the moment due to the pandemic, please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph.

ATTY. ANNA BENJIELINE R. PUZON
BAC Secretariat Head

¹ If latest Mayor's Permit is expired, kindly submit as well the Official Receipt of renewal application pursuant to GPPB Resolution N0. 09-2020.

² Please refer to page 2 of this Request for Quotation.



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TECHNICAL SPECIFICATION

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php30,000.00)		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> <p>CONFERENCE SYSTEM/WIRED OR WIRELESS MICROPHONES</p> <p>1. Technical Requirements</p> <p>2. Payment and Delivery</p>		30,000.00	
TOTAL				30,000.00	

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 and other documentary requirements 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. Delivery shall be made to 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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TERMS OF REFERENCE

CONFERENCE SYSTEM / WIRED OR WIRELESS MICROPHONES

I. BACKGROUND

The National Privacy Commission is the country's privacy watchdog; an independent body mandated to administer and implement the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protection.

To fulfill its mission and vision to be a world class regulatory and enforcement agency that is committed to excellence, it should be driven by a workforce that is equipped with the necessary tools and equipment at their disposal.

II. OBJECTIVES

The purchase of a Conference Microphone System will aid in the conduct of Electronic hearings to ensure continuous operations of the Commission in response to the limitations due to the Covid-19 pandemic.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

Parameters	Description
Quantity	One (1) Lot
Item Description	Conference Microphone System
Chairman Microphone (1x)	Priority Buttons Mic ON/OFF Buttons Built in 2W Speaker Volume Control Unidirectional Condenser Mic Red Light Indicate mic is ON

Reference No.: IMSIT-2021-021

NPC_DIT_TOR-V1.0, R0.0, 05 April 2021

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1308
URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228



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Delegate Microphone (6x)	Mic ON/OFF Buttons Built in 2W Speaker Volume Control Unidirectional Condenser Mic Red Light indicate mic is ON
Conference System Main Unit (1x)	Record and Play Function thru USB / SD Single or Multiple groups can work simultaneously Output Level LED Indicator Line Volume for the unit source Mic Volume for the external Mic Connection Master Volume Control the Line mic level
Output Ports	Balance XLR output
Warranty	1-year warranty

IV. PAYMENT AND DELIVERY

Delivery schedule: 25 working days from receipt of Purchase Order / Contract / Notice to Proceed.

For the inspection committee and end-user, the evaluation shall include, but not limited to:

1. Evaluation of the devices will be done through End-User acceptance testing along with the NPC Inspection Committee.
2. Physical checks on the item for any deformation, dents and cracks and the completeness of the device for its physical and visual examination.
3. Test of the Microphone system for clearness of audio and noise reduction.

Payment shall be made when the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

Reference No.: 1144-2021-021

NPC_DIT_TOR-V1.0, R0.0, 05 April 2021

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V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund: 2020 Continuing Appropriation

Approved Budget for the Contract: Thirty Thousand Pesos Only (P 30,000.00).

Prepared by:

Santos Michael Reyes Digitally signed by Santos Michael Reyes
Date: 2021.04.29 11:23:29
+0800

Atty. MICHAEL SANTOS, End user
OIC-Chief, CID

Noted by:


Sgd.
ROBELYN M. CRUZ
Vice-chair, IMISU

Approved by:


Sgd.
VANDELIT R. IDANAN
Head Executive Assistant

Reference No.: 1454-2021-021

NPC_DIT_TOR-V1.0, R0.0, 05 April 2021

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