



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
SCANNER (SMALL/HIGH-VOLUME/SPEED)

22 November 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **SCANNER (SMALL/HIGH-VOLUME/SPEED) (APP 2020-0210)**. 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 **5:00 P.M., 29 November 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the 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 attachments¹; 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

¹ **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 (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2020-0210

**TECHNICAL SPECIFICATION
SCANNER (SMALL/HIGH-VOLUME/SPEED)**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 450,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>every item</u>)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Requirements/Specifications 2. Payment and Delivery 			- _____ - _____
TOTAL						

Instruction to bidders (as applicable):

- 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" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- 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, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

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

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

Ref No.: RFQ-2020-0210

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

SCANNER (small/high-volume/speed)

I. BACKGROUND

The National Privacy Commission intends to purchase Scanners with high volume capacity which is reliable enough to process large amounts of pages and high speed faster than the average scanning equipment. This will aid the concerned offices/divisions in performing their functional mandate, daily tasks and in response to digital transformation initiatives of the Commission and oversight agencies.

These digitization initiatives and strategy increase the Commission's operations productivity and efficiency despite the adoption of alternative working arrangement. The conversion of physical copies to digital copies able to produce the required outputs on time. It also contributes to the streamlining of workflows during the installation of Quality Management System in the Commission. Also, it highly contributes to the enhancement of digital experience of the employees.

Further, this digitization initiatives effectively comply in the preservation of documents in accordance with Republic Act No. 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. At the moment, the Commission able to retrieve easily all-important documents through digitized files.

Thus, the procurement of high-volume scanners is necessary and essential for efficiency in the delivery of outputs and services and daily operations of the NPC offices/divisions especially during the implementation of Alternative Work Arrangements wherein most of the documents are routed electronically.

II. OBJECTIVES

To procure high-volume and high-speed scanners to streamline the current business process of the NPC and to ensure that the operation is functioning as efficiently as possible.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

A. The Nine (9) units of scanners, based on their functions and deliverables, will be issued to the following Offices/Divisions:

- One (1) unit for the Office of the Privacy Commissioner (OPC) for scanning of case files that will be subjected to adjudication meeting
- One (1) unit for the Office of Deputy Privacy Commissioner (ODPC) for filing and back up files
- One (1) unit for the Office of the Executive Director (OED) for filing and back up files
- One (1) unit for Administrative Services Division- General Records Unit (ASD-GRU) in compliance with the requirements of RA 9470
- One (1) unit for Administrative Services Division for scanning of back up files for supply, procurement and general services files and records
- One (1) unit for Human Resource Development Division for scanning of 201 files and other HR-related documents in alignment with the digitization initiatives
- One (1) unit for Bids and Awards Committee for scanning of BAC-related documents
- One (1) unit for Finance, Planning and Management Division (FPMD) for scanning of back up files and attachments to financial-related transactions/requests
- One (1) unit for Compliance and Monitoring Division (CMD) for filing and back up of Data Protection Officer (DPO) registration documents and other CMD-related documents

B. The high-volume scanners should have the following specifications:

- Fast scanning up to 65ppm/130ipm
- Scanner type: Automatic Documents Feeder scanner
- Scanning method: Color Contact Image Sensor
- Scanning face: 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: At least 100 sheets
- Daily Duty cycle: At least 8,000 sheets
- Double feed detection
- USB 3.1 interface
- Comes with PaperStream IP (TWAIN/ISIS), Image Capture Plus
- Can support latest Windows Operating System
- With accessories (driver software, operation manual, installation guide, power cord, USB cable and other necessary supplies for its operations)
- The end-user must have the discretion to delete saved scanned documents

C. Terms/Benefits Requirements:

1. The Supplier/provider shall provide 1 year service warranty or replacement in case the units and/or parts of it are found defective.
2. The supplier/provider shall provide product demonstration.
3. The evaluation of the equipment shall include, but not limited to:
 - Inspection and Acceptance of the product by the End-User, NPC Inspection and Acceptance Committee and Property Officer.
 - Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.

IV. PAYMENT AND DELIVERY

Payment should be in send bill arrangement and will be processed upon receipt of the billing statement/Sales Invoice/Statement of Account, Delivery Receipt and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-User.

Full Delivery shall be on/or before December 15, 2021.

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

This project is included in the Continuing Annual Procurement Plan FY 2020 under APP Item No. 2020-0210 with an Approved Budget for the Contract (ABC) of Four Hundred Fifty Thousand Pesos only (Php450,000.00) inclusive of all taxes and charges.

This item is included in the Endorsed ISSP FY 2018-2020 last October 22,2020, pages 66 and 86 with item name High-Speed, High-Volume Scanner (Colored Document Flatbed Scanner, ADF or Sheet fed).

Prepared by:

Sgd.

MARILOU C. LEELIAN

OIC-Chief, ASD

Noted by:

Sgd.

ROBELYN M. CRUZ

Vice-chairperson, IMISU

Approved by:



Digitally signed
by Idanan
Vandelft Rimas

VANDELFT R. IDANAN

Head Executive Assistant

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling**

interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____