



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION  
OTHER SUPPLIES AND MATERIALS FOR THE USE OF  
ASD- GENERAL SERVICES UNIT

24 November 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **Other supplies and materials for the use of ASD- General Services Unit (APP 2020-0208)**. 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., 01 December 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 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

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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 (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-2020-0208

**TECHNICAL SPECIFICATION  
OTHER SUPPLIES AND MATERIALS FOR THE USE OF  
ASD- GENERAL SERVICES UNIT**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 200,000.00)		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"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Technical Requirements/ Specifications</li> <li>2. Payment and Delivery</li> </ol> </li> </ul>			- _____  - _____
<b>TOTAL</b>						

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-2020-0208

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021



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**NATIONAL PRIVACY COMMISSION**

**TERMS OF REFERENCE**

**OTHER SUPPLIES AND MATERIALS FOR THE USE OF ASD- GENERAL SERVICES UNIT**

**I. BACKGROUND**

In accordance with the functional mandate of the Administrative Services Division and to ensure that the National Privacy Commission continuously provide efficient and excellent services to its client, the ASD intends to procure supplies and materials for the office maintenance, orderliness and cleanliness of both the stock room and working space and prevention of possible office hazards. This is also in line with the NPC QMS implementation and requirements of Workplace Improvement Team in preparation for the upcoming ISO 9001:2015 Certification of the Commission.

**II. OBJECTIVES**

To procure supplies and materials for the office maintenance, cleanliness and orderliness, and prevention of office hazards.

**III. TECHNICAL REQUIREMENTS/SPECIFICATIONS**

1. The supplier shall provide the following:

Unit	Item Description	Quantity
<b>Additional Office Equipment</b>		
unit	4-layered Steel Rack, powder coated	4
unit	3- Drawer Mobile Pedestal, with keylock, Metal	10
unit	Office chair with arm rest	10
unit	4-Layered Filing Cabinet, with keylock	4
unit	Executive Chair with arm rest	1

Materials for General Services		
unit	6-Door steel locker, with padlock hasp, powder coated	1
unit	2-Door metal storage cabinet, with keylock	1
Supplies and Materials for Fixtures Maintenance		
Meter	Plastic Molding, 3/4"	60
Meter	THHN Wire #10	150
piece	Amco box	2
piece	Convenient Outlet	12
Meter	Double Adhesive, 1/2"	5
Roll	Electrical Tape	3
piece	Screw, 1/2"	50
meter	Flat cord wire	25
piece	Plug	2

2. The supplier/provider should provide warranty/replacement in cases that the above-mentioned items found defective and/or produces low quality outputs.
3. The evaluation of the equipment shall include, but not limited to:
  - Inspection and Acceptance by the NPC Inspection Committee, End User and Property/Supply 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 will be made through 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, End-User and Property/Supply Officer.

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. 2020-0208 with an Approved Budget for the Contract (ABC) of Two Hundred Thousand Pesos only (Php200,000.00) inclusive of all taxes and charges.

Prepared by:

sgd.

**JOEL T. PAGTULINGAN JR**  
Administrative Officer III, ASD

Noted by:

SGD.

**MARILOU C. LHELIAN**  
OIC-Chief, ASD

Approved by:

Digitally signed by  
Satuito Manuel  
Contabitarte

**ATTY. MANUEL C. SATUITO**  
Director IV, FAO