



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

02 December 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., 07 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

 Digitally signed by  
Tana-Cagua  
Krishna Aira  
Angeles

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

<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



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

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**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:

<b>Unit</b>	<b>Item Description</b>	<b>Quantity</b>
<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

<b>Materials for General Services</b>		
unit	6-Door steel locker, with padlock hasp, powder coated	1
unit	2-Door metal storage cabinet, with keylock	1
<b>Supplies and Materials for Fixtures Maintenance</b>		
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. LEELIAN**  
OIC-Chief, ASD

Approved by:



Digitally signed by  
Satuito Manuel  
Cortabitarte

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

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

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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.: \_\_\_\_\_

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