



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION  
INK (MULTIFUNCTION, GRAYSCALE AND PORTABLE PRINTERS)

09 December 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **INK (MULTIFUNCTION, GRAYSCALE AND PORTABLE PRINTERS) (APP 2021-0177)**. 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., 13 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-2021-0177

**TECHNICAL SPECIFICATION  
INK (MULTIFUNCTION, GRAYSCALE AND PORTABLE PRINTERS)**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 310,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				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):

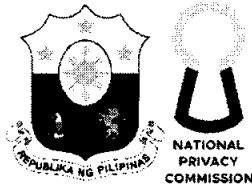
- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit 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-2021.0177

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



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

INK  
(MULTIFUNCTION, GRAYSCALE AND PORTABLE PRINTERS)

I. BACKGROUND

The National Privacy Commission is 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 carry out its mandate, the Commission needed resources to be able to produce excellent and quality outputs that is usually submitted in to oversight agencies as part of the agency compliance to the requirements.

As the Commission institutionalize the implementation of Quality Management System, all documents and forms follow a standard format/template that is either in black and white or colored format. In this regard, the Commission will procure the required Inks for the specific and available printers in the Commission to ensure that there is no disruption in producing the needed outputs per division.

II. OBJECTIVES

To procure Ink (Multifunction, Grayscale And Portable Printers) in response to the general requirements of the NPC employees in the performance of their daily tasks and to produce the required outputs and official documents.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

1. The supplier shall be able to provide the following:

Unit	Item Description	Quantity
lot	<b>INK (MULTIFUNCTION, GRAYSCALE AND PORTABLE PRINTERS)</b>	<b>1</b>
bottle	INK CART, EPSON C13T664100 (T6641), Black	10
bottle	INK CART, EPSON C13T664200 (T6642), Cyan	10
bottle	INK CART, EPSON C13T664300 (T6643), Magenta	10
bottle	INK CART, EPSON C13T664400 (T6644), Yellow	10

cartridge	<i>Ink Cartridge, HP F6V26AA (HP680) Tri-color</i>	10
cartridge	<i>Ink Cartridge, HP F6V27AA (HP680) Black</i>	10
cartridge	<i>Ink Cartridge for Brother LC3619XLBK (Black)</i>	10
cartridge	<i>Ink Cartridge for Brother LC3619XLC (Cyan)</i>	10
cartridge	<i>Ink Cartridge for Brother LC3619XLM (Magenta)</i>	10
cartridge	<i>Ink Cartridge for Brother LC3619XLY (Yellow)</i>	10
bottle	<i>INK CARTRIDGE EPSON 003 BLACK</i>	10
bottle	<i>INK CARTRIDGE EPSON 003 CYAN</i>	10
bottle	<i>INK CARTRIDGE EPSON 003 MAGENTA</i>	10
bottle	<i>INK CARTRIDGE EPSON 003 YELLOW</i>	10
bottle	<i>Ink Cartridge for Brother DCP-T710W - BTD60BK (Black)</i>	15
bottle	<i>Ink Cartridge for Brother DCP-T710W - BT5000C (Cyan)</i>	15
bottle	<i>Ink Cartridge for Brother DCP-T710W - BT5000M (Magenta)</i>	15
bottle	<i>Ink Cartridge for Brother DCP-T710W - BT5000Y (Yellow)</i>	15
set	<i>SMARCOM P-YMCKO RIBBON for SMART 51S</i>	1
tube	<i>Ink Comcolor black FW for model FW5230</i>	2
tube	<i>Ink Comcolor cyan FW for model FW5230</i>	2
tube	<i>Ink Comcolor magenta FW for model FW5230</i>	2
tube	<i>Ink Comcolor yellow FW for model FW5230</i>	2

2. The supplier/provider should provide warranty/replacement in cases that the above-mentioned items was defective and/or produces low quality outputs.
3. The items should be properly sealed and no signs of wear and tear.

#### IV. PAYMENT AND DELIVERY

The supplier shall issue delivery receipt, 30 calendar days upon receipt of the Purchase Order. Processing of payment will be made after the complete supply, delivery and duly accomplished and signed Inspection and Acceptance Report by the Inspection Committee and Supply Officer.

Full Delivery shall be on/or before January 31, 2021.

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

General Appropriations Act FY 2021 (RA11518) under APP Item No. 2021-0177 with ABC Three Hundred Ten Thousand Pesos only (Php310,000.00) pesos inclusive of all applicable taxes.

This item is included in the Endorsed ISSP FY 2021-2023, pages 57 and 74 with item name ICT Office Supplies and Materials.

Prepared by:

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

Noted by:

  
**ROBELYN M. CRUZ**  
Vice-Chairperson, IMISU

Approved by:

  
Digitally signed by  
Idanan Vandelft  
**VANDELFT R. IDANAN**  
Head Executive Assistant

**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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Book No.: \_\_\_\_\_

Series of 20\_\_\_\_\_