



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

**OPTICAL MOUSE**

30 June 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **OPTICAL MOUSE (APP 2021-0194)**. 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., July 04 2022**.

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

1. Copy of the Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number; and
3. 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:

BIDS AND AWARDS COMMITTEE  
5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

Sincerely,

**ATTY. MA. FRANCES AIRA SY**  
BAC Secretariat Head  
National Privacy Commission

Ref No.: RFQ-2021-0194

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION  
NETWORK MONITORING SOLUTION**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 12,000.00)		Compliance (Manifest your compliance by <u>writing "COMPLY" in every item</u> )						
				Unit Price	Total							
	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:               <ol style="list-style-type: none"> <li>1. <b>Technical Requirements / Specification</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Description</th> <th style="width: 33%;">Quantities</th> <th style="width: 33%;">Warranty</th> </tr> </thead> <tbody> <tr> <td>Optical Wireless Mouse</td> <td style="text-align: center;">12 pcs</td> <td style="text-align: center;">1 year hardware warranty</td> </tr> </tbody> </table> </li> <li>2. <b>Supplier's Qualification</b></li> <li>3. <b>Payment and Delivery</b></li> </ol> </li> </ul>	Description	Quantities	Warranty	Optical Wireless Mouse	12 pcs	1 year hardware warranty			- _____
Description	Quantities	Warranty										
Optical Wireless Mouse	12 pcs	1 year hardware warranty										
<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. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Delivery shall be completed within fifteen (15) working days from receipt of Purchase Order/NTP.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

OPTICAL MOUSE  
(APP Item No. 2021- 0194)

I. BACKGROUND

The Interim Management Information System Unit (IMISU) is acting as a Management Information Systems Division of the Commission. It is tasked to provide support for all ICT related needs of the Commission. Currently, IMISU personnel use laptop computers as their end-user device in performing their functions. Thus, additional computer accessories for IMISU personnel, such as an optical mouse, increase the productivity of personnel.

II. OBJECTIVES

The optical mouse shall be used by IMISU personnel to support their day-to-day tasks and for ease of use for IMISU personnel.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

Quantities to be procured: 12 pcs

Requirements and specifications for the optical mouse:

Sensor:	Optical
Connection Type:	Wireless
Wireless Technology:	Advanced 2.4GHz wireless technology
Wireless Operating Distance	32 ft (10m)
Resolution:	1,200 dpi adjustable to 800, 1200, 1600 dpi
Product Dimensions:	Less than 160mm x 80mm (length & width)
Power Source:	AAA or AA batteries
System Requirements:	Windows 7, 8, 10, Mac OS X 10.8 or later USB port
Buttons:	Two primary buttons, Scroll wheel
Warranty:	At least 1-Year hardware warranty

#### IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Optical Mouse	12	Within fifteen (15) calendar days from the receipt of Purchase Order (PO) / Notice to Proceed (NTP).	Instruction manual, warranty certificate, Billing Statement/Sales Invoice/Statement of Account, Delivery Receipt

**Place of Delivery:** NPC, 5th Floor, Delegation Building, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

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

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be: *Shopping*

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

Source of Fund : Continuing General Appropriations Act FY2021 (RA11640)  
Continuing Annual Procurement Plan for FY 2021  
(APP Item No. 2021-0194)

ISSP : NPC ISSP 2021-2023.

Approved Budget for the Contract : Approved Budget for the Contract is Twelve Thousand Pesos Only (Php 12,000.00).

Reference No.: IMISU-22-068

NPC\_BAC\_TS-G-V1.0, R0.0, 25 January 2022

5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No. 8234-2228

**Prepared by:**



Digitally signed by  
Aragona Shaira  
Valle

Date: 2022.06.14  
09:33:35 +08'00'

**SHAIRA V. ARAGONA**  
*Member, IMISU*

**Recommending Approval:**



Digitally signed  
by Magtalas  
Kelvin Santos

**KELVIN S. MAGTALAS**  
*Vice-Chairperson, IMISU*

**Approved by:**



Digitally signed by  
Alzona Ivin Ronald  
De Mesa

**ATTY. IVIN RONALD D.M. ALZONA**  
*Chairperson, IMISU*  
*Executive Director*  
*Office of the Executive Director*