

Republic of the Philippines NATIONAL PRIVACY COMMISSION

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



REQUEST FOR QUOTATION

COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP Item No. 2024-0016)

25 April 2024

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **COMMON-USE OFFICE SUPPLIES NOTAVAILABLE** @ **PS-DBM (APP Item No. 2024-0016).** 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 **05:00PM.**, **02 May 2024**.

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

- 1. Copy of Valid and Current 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;
- 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 or via mail or courier in a sealed envelope to:

BIDS AND AWARS COMMITTEE

5th Floor, Ang Kiukok Hall, PICC Delegation Building, PICC Complex, Roxas Boulevard Manila 1307

Sincerely,

Ref No.: BAC-24-00300

Digitally signed by Mendoza Ma. Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA BAC Secretariat Head National Privacy Commission

The original of this document is in digital format NPC_BAC_RFQ-V1.0, R2.0, 04 March 2024

URL: https://www.privacy.gov.ph Email Add: info@privacy.gov.ph Tel No. +632 5322 1322

TECHNICAL SPECIFICATION COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM

I T E M	U N I T	Q T Y	Description/Specifications		Approved Budget of the Contract (Php 400,000.00) Unit Total		Compliance (Manifest your compliance by writing "COMPLY" in every item)	
						Unit Price	1 Otal	
			• P	lease refer	to the "Technical Specification"			
			fo		D			
1	lot	1			Requirements			
			QTY	Unit	Item Description			
			60	packs	BATTERY, dry cell, size AA,			
					two (2) pcs per blister pack			
			60	packs	BATTERY, dry cell, size AAA, two (2) pcs per blister pack			
				_	Canon Pixma GI-71 Ink Bottle			
			8 bottle		Black, at least 45ml			
					Canon Pixma GI-71 Ink Bottle			
			4	bottle	Cyan, at least 45ml			
			4	11	Canon Pixma GI-71 Ink Bottle			
			4	bottle	Magenta, at least 45ml			
			4	hattla	Canon Pixma GI-71 Ink Bottle			
			4 bottle	Yellow, at least 45ml				
			75	pieces	CERTIFICATE HOLDER, A4			
			25	pieces	CLIP BOARD, black, A4			
			100	box	CLIP, back fold, 32mm			
			25	reams	COLORED PAPER A4, 500 sheets per ream, Green			
					COLORED PAPER A4, 500			
			10	reams	sheets per ream, Pink			
			10	400400	COLORED PAPER A4, 500			
			10	reams	sheets per ream, Orange			
			10	pieces	DATING AND STAMPING			
			10	picces	MACHINE, self-inking stamp			
			10	rolls	Duct Tape, Silver			
			30	bottle	Epson L121 Ink T664 Black, at least 65ml			
			15	bottle	Epson L121 Ink T664 Cyan, at least 65ml			
			15	bottle	Epson L121 Ink T664 Magenta, at least 65ml			
			15	bottle	Epson L121 Ink T664 Yellow, at least 65ml			
			30	bottle	Epson L3250 Ink 003 BK-Black, at least 65ml			

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	15	bottle	Epson L3250 Ink 003 C-Cyan, at least 65ml		
	15	bottle	Epson L3250 Ink 003 M- Magenta, at least 65ml		
	15	bottle	Epson L3250 Ink 003 Y- Yellow, at least 65ml		
	30	box	FASTENER, PLASTIC, non-sharp edges, 50 sets per box		
	150	packs	FLAGLETS (index tab) self- adhesive, 7 colors per pack, 20 sheets per color		
	20	jar	GLUE, all-purpose, 200 grams		
	10	cart	INK CARTRIDGE for Brother LC3617 (Black)		
	25	bottles	INK, for stamp pad 50ml, blue or violet		
	5	rolls	LAMINATING FILM, 250 microns, 12in x 50m		
	50	tube	LED FLUORESCENT, 18w (Single Ended)		
	200	pieces	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 6W		
	50	set	MARKER, Fluorescent, 3 color per set		
	60	pieces	MARKER, Permanent, Black		
	60	pieces	MARKER, Permanent, Blue		
	60	pieces	MARKER, Whiteboard, Black		
	60	pieces	MARKER, Whiteboard, Blue		
	36	pieces	MARKER, Whiteboard, Red		
	50	pad	NOTE PAD, stick on, 2" x 3", 100 sheet per pad		
	150	pad	NOTE PAD, stick on, 3" x 3", 100 sheet per pad		
	100	pad	NOTE PAD, stick on, 3" x 4", 100 sheet per pad		
	150	box	PAPER CLIP, vinyl/plastic coated, 33mm		
	25	packs	PAPER, photo paper glossy or matte, A4		
	40	reams	PAPER, short, 80gsm, 8.5x11		
	50	packs	PAPER, sticker paper, glossy, A4		
	12	pieces	PUNCHER, 2-hole, heavy duty		
	200	pieces	SIGN PEN, Black, liquid or gel, 0.5mm		

	500	pieces	SIGN PEN, Blue, liquid or gel, 0.5mm		
	21	pieces	STAMP PAD, felt, blue/violet ink		
	70	box	STAPLE WIRE, standard		
	50	rolls	TAPE, double-sided		
	10	rolls	TAPE, double-sided with foam		
	40	rolls	TAPE, masking, 24mm		
	80	rolls	TAPE, transparent, 48mm		
	100	packs	Vellum Board, 220gsm, 10 sheets/pack, A4		
	3	unit	Printer, 3-in-1, colored, (print, scan, copy functions; Compact integrated tank design; High yield ink bottles; Spill-free, error-free refilling; Wi-Fi & Wi-Fi Direct; Seamless setup; Borderless Printing up to 4R)		
	3. Pa De	as well as Warranty Warranty the IAR l Committe yment and	es against manufacturing defect, parts and service I Period: One Year I shall commence upon issuance of by the Inspection and Acceptance and end-user d Delivery I be completed within thirty (30) is from receipt of Purchased of Proceed.		
			TOTAL		

Instruction to bidders (as applicable):

Ref No.: BAC-24-00300

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by <u>writing "COMPLY" in EVERY requirement</u> mentioned above, failure to do so shall be a ground for disqualification.
- III. 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.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC Office at 5th Floor Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

CONFORME:	BY:
(Name of Supplier/Provider/Date)	(Name/Position/Signature of Representative/Date)

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Republic of the Philippines NATIONAL PRIVACY COMMISSION

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



TECHNICAL SPECIFICATION

COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP Item No. 2024 - 0016)

I. BACKGROUND

The Administrative Services Division (ASD), being a support unit of the National Privacy Commission (NPC) is tasked to ensure that equipment, supplies and materials required for the daily operations are provided and maintained. Per regular monitoring of the availability common-use supplies at PS-DBM's virtual store, it was determined that the needed common-use office supplies are not yet available as supported further by the Certificate of Non-Availability of Supplies (CNAS) generated through the PS-DBM portal as of 07 March 2024. Recognizing the immediate need for the supplies and materials in order to sustain the daily operation of the Commission particularly in the performance of public service and ensuring compliance with the requirements of the oversight agencies, the ASD intends to purchase the common-use office supplies not available at PS-DBM listed in the table below in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations.

II. OBJECTIVES

To procure the common-used office supplies and equipment listed in the approved FY 2024 APP CSE which were determined to be not available at PS-DBM.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

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

Unit	Item Description	Quantity			
COMMON-USED OFFICE SUPPLIES NOT AVAILABLE AT PS-DBM					
packs	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	60			
packs	BATTERY, dry cell, siže AAA, Two (2) pieces per blister pack	60			
bottle	Canon Pixma GI-71 Ink Bottle Black, at least 45 ml	8			
bottle	Canon Pixma GI-71 Ink Bottle Cyan, at least 45 ml	4			
bottle	Canon Pixma GI-71 Ink Bottle Magenta, at least 45 ml	4			
bottle	Canon Pixma GI-71 Ink Bottle Yellow, at least 45 ml	4			
pieces	CERTIFICATE HOLDER, A4	75			
pieces	CLIP BOARD, black, A4	25			
box	CLIP, back fold, 32mm	100			
reams	COLORED PAPER A4, 500 sheets per ream, Green	25			
reams	COLORED PAPER A4, 500 sheets per ream, Pink	10			
reams	COLORED PAPER A4, 500 sheets per ream, Orange	10			
pieces	DATING AND STAMPING MACHINE, self-inking stamp	10			
rolls	Duct Tape, Silver	10			
bottle	Epson L121 Ink T664 Black, at least 65ml	30			
bottle	Epson L121 Ink T664 Cyan, at least 65ml	15			
bottle	Epson L121 Ink T664 Magenta, at least 65ml	15			
bottle	Epson L121 Ink T664 Yellow, at least 65ml	15			
bottle	Epson L3250 Ink 003 BK- Black, at least 65ml	30			
bottle	Epson L3250 Ink 003 C- Cyan, at least 65ml	15			
bottle	Epson L3250 Ink 003 M- Magenta, at least 65ml	15			

Ref No.: ASD-24-00355

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box FASTENER, PLASTIC, non-sharp edges, 50 sets per box packs FLAGLETS (index tab) self-adhesive, 7 colors per pack, 20 sheets per color jar GLUE, all-purpose, 200 grams cart INK CARTRIDGE for Brother LC3617(Black) 10 bottles INK, for stamp pad, 50ml, blue or violet cart INK CARTRIDGE for Brother LC3617(Black) 10 INK, for stamp pad, 50ml, blue or violet rolls LAMINATING FILM, 250 microns, 12in x 50m 5 DAMINATING FILM, 250 microns, 20 sets x	bottle	Epson L3250 Ink 003 Y- Yellow, at least 65ml	15
packs FLAGLETS (index tab) self-adhesive, 7 colors per pack, 20 sheets per color jar GLUE, all-purpose, 200 grams 20 INK CARTRIDGE for Brother LC3617(Black) 10 bottles INK, for stamp pad, 50ml, blue or violet 25 INK, for stamp pad, 50ml, blue or violet 25 INK, for stamp pad, 50ml, blue or violet 50 INK, for stamp pad, 50ml, blue or violet 50 ILAMINATING FILM, 250 microns, 12in x 50m 5 Intube LED FLUORESCENT, 18w (Single Ended) 50 ILGHT-EMITTING DIODE (LED) LIGHT BULB, 6W 200 set MARKER, Fluorescent, 3 colors per set 50 pieces MARKER, Permanent, Black 60 pieces MARKER, Permanent, Blue 60 pieces MARKER, Whiteboard, Black 60 pieces MARKER, Whiteboard, Blue 60 pieces MARKER, Whiteboard, Red 36 NOTE PAD, stick on, 2" x 3", 100 sheets per pad 50 NOTE PAD, stick on, 3" x 4", 100 sheets per pad 150 pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad 150 pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad 150 packs PAPER, photo paper glossy or matte, A4 25 reams PAPER, Short, 80gsm, 8.5x11 40 packs PAPER, Short, 80gsm, 8.5x11 40 packs PAPER, Sticker paper, glossy, A4 50 pieces SIGN PEN, Black, liquid or gel, 0.5mm 200 pieces SIGN PEN, Black, liquid or gel, 0.5mm 500 pieces SIGN PEN, Black, liquid or gel, 0.5mm 500 sTAPLE WIRE, standard 70 rolls TAPE, double-sided 50 rolls TAPE, double-sided 50 rolls TAPE, double-sided with foam 10 rolls TAPE, transparent, 48mm 80 PRINTER, 3N1, COLORED, (print, scan, copy functions; Compact integrated tank design; High yield ink bottles; Spill-free, error-free refilling; 3			
jar GLUE, all-purpose, 200 grams 20 cart INK CARTRIDGE for Brother LC3617(Black) 10 bottles INK, for stamp pad, 50ml, blue or violet 25 rolls LAMINATING FILM, 250 microns, 12in x 50m 5 tube LED FLUORESCENT, 18w (Single Ended) 50 pieces LIGHT-EMITTING DIODE (LED) LIGHT BULB, 6W 200 set MARKER, Fluorescent, 3 colors per set 50 pieces MARKER, Permanent, Black 60 pieces MARKER, Permanent, Blue 60 pieces MARKER, Whiteboard, Blue 60 pieces MARKER, Whiteboard, Blue 60 pieces MARKER, Whiteboard, Blue 36 pad NOTE PAD, stick on, 2" x 3", 100 sheets per pad 50 pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad 150 pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad 100 box PAPER, photo paper glossy or matte, A4 25 reams PAPER, photo paper glossy or matte, A4 25 packs PAPER, sticker paper, glossy, A4 <t< td=""><td></td><td></td><td></td></t<>			
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pieces MARKER, Whiteboard, Black pieces MARKER, Whiteboard, Blue pieces MARKER, Whiteboard, Red pad NOTE PAD, stick on, 2" x 3", 100 sheets per pad pad NOTE PAD, stick on, 3" x 3", 100 sheets per pad pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad pad NOTE PAD, stick on, 3" x 4", 100 sheets per pad packs PAPER, photo paper glossy or matte, A4 packs PAPER, sticker paper glossy or matte, A4 packs PAPER, sticker paper, glossy, A4 pieces PUNCHER, 2-hole, heavy duty pieces SIGN PEN, Black, liquid or gel, 0.5mm pieces SIGN PEN, Blue, liquid or gel 0.5mm pieces STAMP PAD, felt, blue/violet ink strape, double-sided rolls TAPE, double-sided with foam rolls TAPE, double-sided with foam rolls TAPE, masking, 24mm rolls TAPE, transparent, 48mm packs Vellum Board, 220 gsm, 10 sheets/pack, A4 PRINTER, 3N1, COLORED, (print, scan, copy functions; Compact integrated tank design; High yield ink bottles; Spill-free, error-free refilling;			
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unit integrated tank design; High yield ink bottles; Spill-free, error-free refilling; 3	F		
	unit		3
		Wi-Fi & Wi-Fi Direct; Seamless setup; Borderless printing up to 4R)	

IV. QUALIFICATION/REQUIREMENT OF/FROM THE SUPPLIER

- 1. The supplier shall submit/provide the following documents:
 - a. PhilGEPS Registration
 - b. Mayor's/Business permit

V. REQUIRED WARRANTY

- 2. The supplier should warrant/comply with the following:
 - a. Warranties against manufacturing defects, as well as parts and service
 - b. Warranty period/s: One Year, as applicable
 - c. Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user.

VI. PAYMENT AND DELIVERY

- 1. Delivery shall be completed <u>within 30 calendar days from receipt of Purchase Order/Notice to Proceed.</u>
- 2. Place of Delivery shall be at <u>NPC, 5th Floor, Philippine International Convention</u> Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

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- 3. 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 (IAR) by the Inspection and Acceptance Committee.
- 4. The evaluation of the equipment shall include, but not limited to:
 - a. Inspection and Acceptance of the product by the End-User, NPC Inspection and Acceptance Committee and Property Officer; and
 - b. Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.

VII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods and the mode of procurement shall be Alternative Mode through Negotiated Procurement- Shopping under Section 52.1. (b).

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

Source of Fund

: General Appropriations Act 2024

NPC Annual Procurement Plan CY 2024

(APP Item No. 2024-0016)

Approved Budget: Four Hundred Thousand Pesos Only (Php400,000.00)

for the Contract

Prepared by:

Administrative Officer I, ASD

Recommending Approval:

MARLON RUBEN N. FABRICANTE

Chief Administrative Officer, ASD

Approved by:

ATTY. IVIN RØNALD B.M. ALZONA 🦼

Executive Director IV and OIC-Director IV, FAO (per Privacy Commission Special Order No. 017 s. 2024)