



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
5<sup>th</sup> 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 NOT AVAILABLE @ 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](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

**BIDS AND AWARDS COMMITTEE**  
5<sup>th</sup> Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

Sincerely,

Digitally signed  
by Mendoza Ma.  
Josefina Eusebio

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

**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)		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 "Technical Specification" for:</li> </ul> <p><b>1. Technical Requirements</b></p>					
			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			
			8	bottle	Canon Pixma GI-71 Ink Bottle Black, at least 45ml			
			4	bottle	Canon Pixma GI-71 Ink Bottle Cyan, at least 45ml			
			4	bottle	Canon Pixma GI-71 Ink Bottle Magenta, at least 45ml			
			4	bottle	Canon Pixma GI-71 Ink 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			
			10	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			
			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						

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)			
	<b>2. Warranty</b>					
	<ul style="list-style-type: none"> <li>- Warranties against manufacturing defect, as well as parts and service</li> <li>- Warranty Period: One Year</li> <li>- Warranty shall commence upon issuance of the IAR by the Inspection and Acceptance Committee and end-user</li> </ul>					
	<b>3. Payment and Delivery</b>					
	Delivery shall be completed within thirty (30) calendar days from receipt of Purchased Order/Notice to Proceed.					
<b>TOTAL</b>						

Instruction to bidders (as applicable):

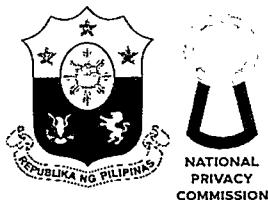
- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed 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 5<sup>th</sup> Floor Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

CONFORME:

BY:

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

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



## 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
<b>COMMON-USED OFFICE SUPPLIES NOT AVAILABLE AT PS-DBM</b>		
packs	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	60
packs	BATTERY, dry cell, size 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

bottle	Epson L3250 Ink 003 Y- Yellow, at least 65ml	15
box	FASTENER, PLASTIC, non-sharp edges, 50 sets per box	30
packs	FLAGLETS (index tab) self-adhesive, 7 colors per pack, 20 sheets per color	150
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, Black	60
pieces	MARKER, Whiteboard, Blue	60
pieces	MARKER, Whiteboard, Red	36
pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	50
pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	150
pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	100
box	PAPER CLIP, vinyl/plastic coated, 33mm	150
packs	PAPER, photo paper glossy or matte, A4	25
reams	PAPER, Short, 80gsm, 8.5x11	40
packs	PAPER, sticker paper, glossy, A4	50
pieces	PUNCHER, 2-hole, heavy duty	12
pieces	SIGN PEN, Black, liquid or gel, 0.5mm	200
pieces	SIGN PEN, Blue, liquid or gel 0.5mm	500
pieces	STAMP PAD, felt, blue/violet ink	21
box	STAPLE WIRE, standard	70
rolls	TAPE, double-sided	50
rolls	TAPE, double-sided with foam	10
rolls	TAPE, masking, 24mm	40
rolls	TAPE, transparent, 48mm	80
packs	Vellum Board, 220 gsm, 10 sheets/pack, A4	100
unit	PRINTER, 3IN1, 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

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

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

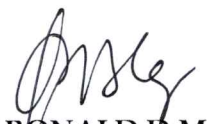
Prepared by:

  
**JOAN P. DEL MUNDO**  
*Administrative Officer I, ASD*

Recommending Approval:

  
**MARLON RUBEN N. FABRICANTE**  
*Chief Administrative Officer, ASD*

Approved by:

  
**ATTY. IVIN RONALD D.M. ALZONA**  
*Executive Director IV and OIC-Director IV, FAO*  
(per Privacy Commission Special Order No. 017 s. 2024)