



REQUEST FOR QUOTATION

LAPTOPS (APP Item No. DSPQR 2023-0012)

03 August 2024

NOTICE TO ALL SUPPLIERS/PROVIDERS:

The National Privacy Commission intends to procure **LAPTOPS under APP Item No. DSPQR 2023-0012**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative, the details of which is discussed in the attached Technical Specification, not later than **05:00 PM., 12 August 2024**.

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

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹;
4. Income/Business Tax Return; and
5. 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 AWARDS COMMITTEE
5th 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

¹ **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.

**TECHNICAL SPECIFICATION
LAPTOPS**

Item	Unit	Quantity	Description/Specifications		Approved Budget of the Contract		Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY"</u> in every <u>item</u>)
					(Php 990,000.00)		
					Unit Price	Total	
1	Lot	1	<i>"Please refer to the Technical Specification for description"</i>				
			A. Technical Specification				
			1. LAPTOPS				
			Specification	Requirements			
			Quantity:	Twenty-two (22) units <i>"See attached Technical Specification for description"</i>			
			Item Description:	Laptop <i>"See attached Technical Specification for description"</i>			
			Processor:	At least 2.4 GHz (8M Cache, up to 4.2 GHz, 4 cores)			
			Operating System:	At least Windows 10 Pro; English language			
Memory:	At least 8 GB DDR4 *Dual-channel memory support requires at least one SO-DIMM module.						
Storage:	At least 512GB M.2 NVMe™ PCIe® 3.00 SSD						

			Graphics Display:	16.0-inch, WUXGZ (1920 x 1200) 16:10 aspect ratio, IPS-level Panel, 60HZ, Refresh rate, 300nits, 45% NYSC color gamut, Anti-glare display, TUV Rheinland-certified, (Screen-to-body ratio) 86%			
			Connectivity:	Wi-Fi 6(802.11ax) (Dual band) 2*2 + Bluetooth® 5.3 Wireless Card			
			Camera:	700p HD Camera with privacy shutter			
			Peripherals:	With Backlit Chiclet Keyboard with Num-key			
			Interface Ports:	With 1x USD 2.0 Type- A With 1x USB 3.2 Gen Type-C With 2x USB 3.2 Gen 1 Type-A With 1xHDMI 1.4 With 1 x3.5mm Combo Audio Jack With 1x DC-in			
			Wight:	1.88 kg (4.14 lbs)			
			Accessories:	Must include one wireless mouse. Must include laptop charger Must include one top load laptop carry case			
			Warranty:	1. At least seven (7) days outright replacement, Warranties against manufacturing			

			<p>defects, as well as parts and service.</p> <p>2. At least one (1) year service warranty or replacement in case the units and/ or parts of it are found defective.</p> <p>3. Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End- user.</p>		
		Others:	<p>1. The bidder shall provide documentation to verify that the laptops are as defined under the specifications above.</p> <p>2. The bidder shoulder all warranty and service maintenance costs with the manufacturer.</p>		
		<p>B. Payment and Delivery</p> <p><i>"See attached Technical Specification for description"</i></p>			
TOTAL					

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 schedule signing of Notice to 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, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]



TECHNICAL SPECIFICATION

LAPTOP (APP Item No. DSPQR 2023-0012)

I. BACKGROUND

The National Privacy Commission, established by the Data Privacy Act of 2012, has the clear and notable mandate to be the country's privacy watchdog. The daunting and challenging role is outlined in its operational goals to ensure that data subject's RIGHTS ARE PROMOTED, data subject RIGHTS ARE PROTECTED, and to do the RIGHT THINGS RIGHT.

The Commission's goal is the protection of every citizen's data privacy through the maximum compliance of all individuals and organizations processing data with national and international data privacy standards.

To be true to its vision, "A world-class regulatory and enforcement agency upholding the right to privacy and data protection while ensuring the free flow of information, committed to excellence, driven by a workforce that is highly competent, future-oriented, and ethical, towards a competitive, knowledge-based, and innovative nation", the Commission is adopting the digitization of its processes to achieve its objectives.

In pursuance of the goal to have a safe and resilient digital environment, NPC endeavors to expand the cooperation between DICT and NPC to improve public service for the e-gov platform and consumer-related complaints and concerns under the DICT and NPC. NPC aims to assist in the receipt, initial investigation, triaging, and initial response for both cybersecurity and data privacy concerns filed with both agencies.

II. OBJECTIVES

The laptops to be procured will aid the new employees hired thru the Digital Security and Privacy Quick Response (DSPQR) project in the discharge of their day-to-day functions, allow them to conduct on-site investigations as may be needed, attend online trainings and events related to their respective functions, and provide general support services in pursuit of all related undertaking by the Commission.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

Laptop

Quantity	Twenty-two (22) units
Item Description	Laptop
Processor	At least 2.4 GHz (8M Cache, up to 4.2 GHz, 4 cores)
Operating System	At least Windows 10 Pro; English language
Memory	At least 8 GB DDR4 *Dual-channel memory support requires at least one SO-DIMM module.
Storage	At least 512GB M.2 NVMe™ PCIe® 3.0 SSD
Graphics Display	16.0-inch, WUXGA (1920 x 1200) 16:10 aspect ratio, IPS-level Panel, 60Hz refresh rate, 300nits, 45% NTSC color gamut, Anti-glare display, TÜV Rheinland-certified, (Screen-to-body ratio) 86%
Connectivity	Wi-Fi 6(802.11ax) (Dual band) 2*2 + Bluetooth® 5.3 Wireless Card
Camera	720p HD camera With privacy shutter
Peripherals	With Backlit Chiclet Keyboard with Num-key
Interface Ports	With 1x USB 2.0 Type-A With 1x USB 3.2 Gen 1 Type-C With 2x USB 3.2 Gen 1 Type-A With 1x HDMI 1.4 With 1x 3.5mm Combo Audio Jack With 1x DC-in
Weight	1.88 kg (4.14 lbs)
Accessories	Must include one wireless mouse. Must include one laptop charger. Must include one top load laptop carry case
Warranty	<ul style="list-style-type: none"> • At least seven (7) days outright replacement, Warranties against manufacturing defects, as well as parts and service. • At least one (1) year service warranty or replacement in case the units and /or parts and/or accessories of it are found defective. • Warranty shall commence upon issuance of the Inspection and Acceptance Report by the Inspection and Acceptance Committee and End-user.
Others	<ul style="list-style-type: none"> • The bidder shall provide documentation to verify that the laptops are as defined under the specifications above.

	<ul style="list-style-type: none"> The bidder shall shoulder all warranty and service maintenance costs with the manufacturer.
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IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Laptop	22	Within fifteen (15) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ PO	Instruction manual, warranty certificate

Place of Delivery: NPC, 5th Floor, 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 and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be: *Small Value Procurement*

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

Source of Fund : *Digital Security and Privacy Quick Response (DSPQR) Project*

- Continuing Annual Procurement Plan FY2023

ISSP : NPC ISSP 2024-2026

Approved Budget for the Contract : Nine Hundred Ninety Thousand Pesos Only (Php990,000.00).

Prepared by:

 Digitally signed
by Santos
Michael Reyes

ATTY. MICHAEL R. SANTOS

Project Lead/ Focal Person, Digital Security and Privacy Quick Response Project

Recommending Approval:

 Digitally signed by Patula
Maria Theresita Elnar

ATTY. MARIA THERESITA E. PATULA

Project Director for Operations, Digital Security and Privacy Quick Response Project

Approved by:


ATTY. JOHN HENRY D. NAGA
Overall Project Head

Digital Security and Privacy Quick Response Project