



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
**BIDS AND AWARDS COMMITTEE**  
Resolution No. 121-2020, Series of 2020

**RECOMMENDING THE AWARD FOR THE PROCUREMENT OF SERVICE FOR THE  
PRINTING OF ADVOCACY MATERIALS  
(VOL. 2)**

---

**WHEREAS**, the National Privacy Commission (NPC), is the agency mandated to enforce data privacy protection;

**WHEREAS**, in order to provide guidelines to various sectors, the NPC saw the need to procure services for the printing of Advocacy Materials under APP Item No. 2020-006 with an Approved Budget for the Contract (ABC) amounting to Php120,000.00;

**WHEREAS**, Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 (R.A. 9184) recognizes Small Value Procurement as a method of procuring goods or general support services where the amount involved does not exceed the threshold prescribed in Annex "H" of the IRR and provided, that in case of Goods, the procurement does not fall under shopping in Section 52 of the RIRR;

**WHEREAS**, a Request for Quotation (RFQ) was posted in the PhilGEPS and NPC website as well as the NPC bulletin board, and was likewise sent to several suppliers, namely: Gorilla Trading, Kayumanggi Press Inc., Printcore Inc., Innovation Printshoppe, Inc. and AG3 Colors Printing Press, with only the latter submitting its quotation;

**WHEREAS**, upon seeing the NPC postings, Cover & Pages Corp, Erzalan Printing Press, Print Quest Inc., and Visual Color, Inc. likewise submitted their quotations;

**WHEREAS**, the BAC members proceeded to evaluate the quotations of the five (5) suppliers and determined that Cover & Pages Corp, Erzalan Printing Press, and Visual Color, Inc. complied with the eligibility and technical specifications, with Cover & Pages Corp submitting the lowest calculated and responsive quotation at a bid price of Php69,000.00, passing the technical, legal and financial requirements mandated under R.A. 9184;

**NOW, THEREFORE**, for and in consideration of the foregoing, WE, the members of the NPC-BAC hereby RESOLVE, as it is hereby RESOLVED, to recommend the award for procurement of services for the printing of Advocacy Materials to Cover & Pages Corp,

with the lowest calculated and responsive quotation in the total amount of Sixty-Nine Thousand and 0/100 Pesos (Php69,000.00);

RESOLVED this 18<sup>th</sup> day of December 2020, through onsite and video conference meeting.

ATTEST:

**Sgd.**  
**MR. ERWIN D. ESPENILLA**  
*Executive Assistant IV, OPC*  
*BAC Member*

*On official business*  
**ATTY. AURELLE DOMINIC E. NARAG**  
*Executive Assistant IV*  
*BAC Member*

*On official business*  
**JONATHAN RUDOLPH Y. RAGSAG**  
*OIC-Chief, DSTSD*  
*BAC Member*

*Digitally signed by Mendoza Ma Josefina Eusebio*  
*Date: 2020.12.23 10:10:52 +08'00'*  
**Mendoza Ma Josefina Eusebio**  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*OIC-Division Chief, Legal Division*  
*BAC Member*



*Digitally signed by Villasoto Ivy Grace Torres*  
*Date: 2020.12.23 10:16:58 +08'00'*


**ATTY. IVY GRACE T. VILLASOTO**  
*OIC-Director, PPO*  
*BAC Vice Chairperson*

**Patula Maria**  
**Theresita Elnar**

*Digitally signed by Patula Maria Theresita Elnar*  
*Date: 2020.12.23 17:36:13 +08'00'*

**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, LEO*  
*BAC Chairperson*

Approved:



---

**RAYMUND ENRIQUEZ LIBORO**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: 02 MAR 2021



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**NOTICE OF AWARD**

02 MAR 2021

**Mr. Rodulfo S. Anota**

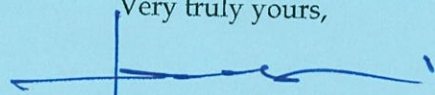
*Representative*

Cover and Pages Corporation  
2763 Silang Street, Sta. Ana,  
Manila

**Dear Mr. Anota:**

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 121-2020 series of 2020, the contract for the procurement of services for the printing of Advocacy Materials amounting Sixty-Nine Thousand and 0/100 Pesos (Php69,000.00), VAT inclusive, is awarded to Cover and Pages Corporation, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

  
**RAYMUND E. LIBORO** *-sgd Arrp*  
Privacy Commissioner  
Head of the Procuring Entity  
02 MAR 2021

Conforme:

**Mr. Rodulfo S. Anota**

*Representative*

Cover and Pages Corporation

Date: \_\_\_\_\_



**WORK ORDER**

Work Order No. 2021-06-0020  
Date 07 June 2021  
Terms of Payment: LDDAP-ADA  
Mode of Procurement: Small Value Proc.  
Place of Delivery: NPC OFFICE

Mr. Rodulfo S. Anota  
Representative  
Cover and Pages Corporation  
2763 Silang St., Sta. Ana  
Manila

Gentlemen:

In accordance with the NPC Bids and Awards Committee Resolution No. 121-2020 series of 2020 and the Notice of Award issued by the Head of the Procuring Entity, you are hereby authorized to undertake the work indicated below:

Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL								
1		Lot	<b>Printing of Advocacy Materials</b> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Specifications</th> </tr> </thead> <tbody> <tr> <td>500 pcs.</td> <td> <b>NPC PHE Bulletin Volume 2</b>  <b>Total no. of pages:</b> more or less 50 pages  <b>Material:</b> C2S 100-150gsm  <b>Size:</b> A5  <b>Printing:</b> Offset Printing, back to back, matte finish  <b>Cover page:</b> matte finish with lamination  <b>Ink:</b> Full color, CMYK  <b>Binding:</b> Perfect binding/Smythe sewn binding                 </td> </tr> <tr> <td>Delivery of proof copy</td> <td>12 calendar days after approval of contract. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.</td> </tr> <tr> <td>Full delivery</td> <td>25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty.</td> </tr> </tbody> </table> <p>Note: Specification shall be in accordance with the attached TOR. Amount in Words: Sixty Nine Thousand Pesos Only</p>	Quantity	Specifications	500 pcs.	<b>NPC PHE Bulletin Volume 2</b> <b>Total no. of pages:</b> more or less 50 pages <b>Material:</b> C2S 100-150gsm <b>Size:</b> A5 <b>Printing:</b> Offset Printing, back to back, matte finish <b>Cover page:</b> matte finish with lamination <b>Ink:</b> Full color, CMYK <b>Binding:</b> Perfect binding/Smythe sewn binding	Delivery of proof copy	12 calendar days after approval of contract. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.	Full delivery	25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty.	Php 69,000.00	Php 69,000.00
Quantity	Specifications												
500 pcs.	<b>NPC PHE Bulletin Volume 2</b> <b>Total no. of pages:</b> more or less 50 pages <b>Material:</b> C2S 100-150gsm <b>Size:</b> A5 <b>Printing:</b> Offset Printing, back to back, matte finish <b>Cover page:</b> matte finish with lamination <b>Ink:</b> Full color, CMYK <b>Binding:</b> Perfect binding/Smythe sewn binding												
Delivery of proof copy	12 calendar days after approval of contract. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.												
Full delivery	25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty.												
<b>TOTAL</b>					<b>Php 69,000.00</b>								

**NOTICE TO PROCEED:** Notice is hereby given that by conforming to this Work Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.

Contact Mr. Joel Pagtulingan Jr. at (02)8234-2228 local 119 or email at asd@privacy.gov.ph for questions/delivery and other concerns.

Funds Available: P 69,000.00  
Fund 01  
Function/Project OPERATIONS - MOOE

JENSEN JOY L. BALLICUD  
Accountant II, FPMD

Recommending Approval:

ROREN MARIE M. CHIN  
Chief, PIAD

APPROVED:

MARILOU C. LEELIAN  
OIC-Director, FAO

Work Order Received: \_\_\_\_\_  
By: Rodulfo S. Anota

Date: July 5, 2021

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
**PUBLIC INFORMATION AND ASSISTANCE DIVISION**

**PROCUREMENT OF SERVICES FOR THE  
 PRINTING OF ADVOCACY MATERIALS**

**Terms of Reference**

**I. BACKGROUND**

The Public Information and Assistance Division (PIAD) is responsible for information management including publications, media representation, crisis communication, content development, stakeholder relations, social media management, website maintenance, and the provision of other public services in the National Privacy Commission (NPC).

As part of its function, PIAD is seeking a third party printing service to produce its advocacy materials that shall be distributed to selected NGAs, LGUs, and SUCs.

**II. PURPOSE OF THE PROCUREMENT**

Due to pandemic related concerns on privacy, the Commission are releasing guidelines in a form of NPC Public Health Emergency Bulletins to provide guidance to all sectors, both government and private, on how to respond and tackle issue related to privacy and COVID related initiatives.

The printing of said bulletins as advocacy materials ensures that select government and private sector will receive copies as reference and guidance accordingly.

**III. TECHNICAL SPECIFICATIONS**

<b>Quantity</b>	<b>Specifications</b>
500 pcs.	<b>NPC PHE Bulletin Volume 2</b> <b>Total no. of pages:</b> more or less 50 pages <b>Material:</b> C2S 100-150gsm <b>Size:</b> A5 <b>Printing:</b> Offset Printing, back to back, matte finish <b>Cover page:</b> matte finish with lamination <b>Ink:</b> Full color, CMYK <b>Binding:</b> Perfect binding/Smythe sewn binding
Delivery of proof copy	12 calendar days after approval of contract. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.
Full delivery	25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty.

**IV. MODE OF PROCUREMENT**

The mode of procurement shall be Small Value Procurement.

**V. NATURE OF PROCUREMENT**

The nature of procurement will be classified as "Goods and Services."

**VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

Source of Fund: Maintenance and other operating expenses, NPC 2020 Annual Procurement Plan

The approved budget for the contract is one hundred twenty thousand pesos (Php 120,000.00) only.

**VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS**

- The supplier must provide proof copies, subject to the approval of the end-user for production.
- The supplier must have a minimum three (3) years in operation and produced quality materials for their clients.
- The supplier must have PHILGEPS registration number, Business or Mayor's permit, and Omnibus Sworn Statement.
- Must accept 'send bill' payment terms

**VIII. EVALUATION PROCESS**

Evaluation will be done through acceptance and inspection by the Inspection and Acceptance Team and the End-user and shall follow the specified payment terms indicated in section IX of this document.

**IX. PAYMENT TERMS**

Payment shall be made upon issuance of certification that the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered, which have been duly inspected and accepted.

Prepared by:

(Sgd)  
**MA. ELENA P. ESPEJO**  
*Technical Writer, PIAD*

Reviewed by:

(Sgd)   
**ROREN MARIE M. CHIN**  
*Chief, PIAD*

Approved by:

(Sgd)  
**VANDELFT R. IDANAN**  
*Head Executive Assistant*