

Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**  
BAC Resolution No. 064-2021, Series of 2021

**RECOMMENDING THE AWARD OF CONTRACT FOR THE  
PRINTING OF ADVOCACY MATERIALS**

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

**WHEREAS**, NPC is mandated to administer and implement the provisions of the Data Privacy Act of 2012 (DPA) and to monitor and ensure compliance of the country with international standards set for data protection;

**WHEREAS**, in line with the Public Information and Assistance Division's (PIAD) function of raising awareness on data protection, there is a need to procure the printing of advocacy materials to reach more sectors and more government agencies in providing them references and guidelines on data protection;

**WHEREAS**, this procurement has a Certificate of Availability of Funds (CAF) and has been confirmed to be existing in the FY 2021 Appropriations (RA 11520), programmed under the NPC FY 2021 APP Item No. 2021-0114 and with Approved Budget for the Contract (ABC) amounting to Php400,000.00;

**WHEREAS**, Section 53.9 of the Implementing Rules and Regulations (IRR) of R.A. 9184 recognizes Small Value Procurement (SVP) as a mode of procurement for goods where the amount does not exceed One Million Pesos (Php1,000,000.00);

**WHEREAS**, a Request for Quotation was posted in the PhilGEPS website, NPC website, and the NPC bulletin board on 08 July 2021, and was likewise sent to eight (8) suppliers via electronic mail, namely: Erzalan Printing Press, Torreno Printing Corporation, Color1 Digital, Inc., Cover & Pages Corporation, Metrocolor Corporation, Progressive Printing Palace, Inc., AG3 Colors Printing Press, and SD Leal Graphics. The first three failed to submit their quotations;

**WHEREAS**, the five suppliers who submitted their quotations were joined by eight (8) others, namely: FCA Printhouse, VJ Graphic Arts, Inc., Zurbano Publishing & Printing Corp., King of Kings Trading, Cover and Pages Corporation, Neo-Pro Enterprises, Alphabet Communications Graphics and Print, and King Phil Printing Services;

**WHEREAS**, among the thirteen (13) who submitted their quotations, six (6) passed all the required eligibility;

WHEREAS, among the six (6) remaining eligible suppliers, Alphabet Communications Graphics and Print has the lowest quotation at a bid price of Php215,000.00;

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 the Printing of Advocacy Materials to **Alphabet Communications Graphics and Print** for having the lowest calculated and responsive quotation in the total amount of **Two Hundred Fifteen Thousand and 0/100 Pesos (Php215,000.00)**.

RESOLVED this 15th day of July 2021 via videoconference meeting.

ATTEST:

  
Digitally signed by  
Espenilla Erwin Dejuocos  
Date: 2021.07.16  
12:27:24 +08'00'  
**ERWIN D. ESPENILLA**  
*Executive Assistant IV, OPC*  
*BAC Member*

  
Digitally signed by Narag  
Aurelle Dominic Espita  
Date: 2021.07.16 11:41:38  
+08'00'  
**ATTY. AURELLE DOMINIC E. NARAG**  
*Executive Assistant IV, OPC*  
*BAC Member*

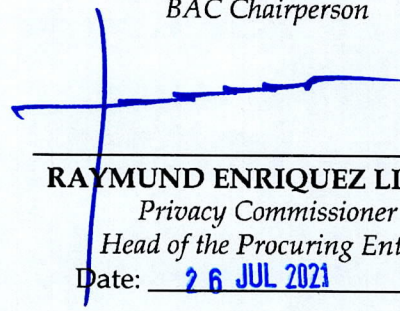
*On study leave*  
**JONATHAN RUDOLPH Y. RAGSAG**  
*OIC-Chief, DSTSD*  
*BAC Member*

*On official business*  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*Attorney IV, Legal Division*  
*BAC Member*

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

**Patula Maria**  
**Theresita Elnar**  
Digitally signed by Patula  
Maria Theresita Elnar  
Date: 2021.07.16 12:53:10  
+08'00'  
**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, LEO*  
*BAC Chairperson*

Approved:

  
**RAYMUND ENRIQUEZ LIBORO**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: 26 JUL 2021



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

## NOTICE OF AWARD

Date Issued: 26 JUL 2021

**Ms. Adora N. Sombillo**

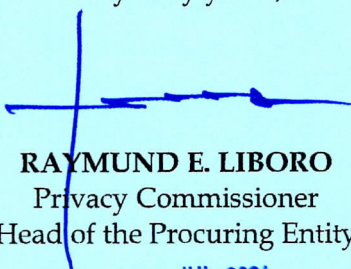
*Sole Proprietor*

Alphabet Communications Graphics and Print  
2/F Victoria Bldg., 142 Mindanao Avenue,  
Quezon City

Dear **Ms. Sombillo**:

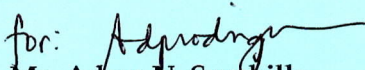
Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 064-2021 series of 2021, the contract for the procurement of Printing of Advocacy Materials amounting to **TWO-HUNDRED FIFTEEN THOUSAND 0/100 PESOS (Php215,000.00)**, VAT inclusive, is awarded to Alphabet Communications Graphics and Print, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,



**RAYMUND E. LIBORO**  
Privacy Commissioner  
Head of the Procuring Entity  
26 JUL 2021

Conforme:

for:   
**Ms. Adora N. Sombillo**  
*Sole Proprietor*

Alphabet Communications Graphics and Print

Date: 30 JUL 2021

Ref No.: 060-2021

NPC\_BAC\_NOA-V1.0, R0.0, 05 April 2021



Republic of the Philippines  
 National Privacy Commission  
 5th Floor, Ang Kiukok Hall, Delegation Bldg., PICC Complex, Roxas Blvd., Pasay City

**WORK ORDER**

Work Order No. 2021-08-0027  
 Date 3 August 2021  
 Terms of Payment: LDDAP-ADA  
 Mode of Procurement: Small Value  
Procurement

Place of Delivery: NPC OFFICE

Ms. Adora N. Sombillo  
 Sole Proprietor  
 Alphabet Communications Graphics and Print  
 2/F Victoria Bldg., 142 Mindanao Ave.,  
 Quezon City

Gentlemen:

In accordance with the NPC Bids and Awards Committee Resolution No. 035-2021 series of 2021 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		Job	<p><i>Printing of Advocacy Materials</i></p> <p><i>Specifications:</i></p> <table border="1"> <tr><td>Size:</td><td>A5</td></tr> <tr><td>Stock:</td><td>Cover - C2S 150gsm Inside- C2S 100gsm</td></tr> <tr><td>Color:</td><td>Full Color</td></tr> <tr><td>Binding:</td><td>Smythe Sewn Perfect</td></tr> <tr><td>Others:</td><td>Matte Finish with lamination</td></tr> <tr><td>Process:</td><td>Offset printing</td></tr> <tr><td>Quantity:</td><td>500 copies per volume</td></tr> <tr><td>Sets:</td><td>Volume 1- 130 pages/ 70 leaves Volume 2- 50 pages/ 30 leaves Volume 3- 250 pages/ 130 leaves</td></tr> </table> <p>Payment and Delivery:</p> <p>1. Payment shall made upon issuance of Inspection and Acceptance Report and upon acceptance by the end-user</p> <p>Delivery of Proof Copy: Twelve (12) days from receipt of Work Order. If 12<sup>th</sup> day falls on a weekend /holiday, delivery must be on the working day w/o penalty</p> <p>Full Delivery: Twenty-Five (25) days after the approval of proof copy. If 25<sup>th</sup> day falls on a weekend /holiday, delivery must be on the working day w/o penalty</p> <p>Note:            Specification shall be in accordance with the attached TOR.</p> <p>Amount in Words: Two Hundred Fifteen Thousand Pesos Only</p>	Size:	A5	Stock:	Cover - C2S 150gsm Inside- C2S 100gsm	Color:	Full Color	Binding:	Smythe Sewn Perfect	Others:	Matte Finish with lamination	Process:	Offset printing	Quantity:	500 copies per volume	Sets:	Volume 1- 130 pages/ 70 leaves Volume 2- 50 pages/ 30 leaves Volume 3- 250 pages/ 130 leaves	Php 215,000.00	Php 215,000.00
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			TOTAL		Php 215,000.00																

**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: ₱ 215,000.00  
 Fund 01  
 Function/Project NCOE-OPERATIONS

Recommending Approval:

JENSEN JOY L. BALLICUD  
 Accountant II

Digitally signed by  
 Chin Roren  
 Marie Milan  
 ROREN MARIE M. CHIN  
 Chief, PIAD

APPROVED:

MANUEL C. SATUITO  
 Director IV, FAO

Work Order Received:  
 By: ADORA N. SOMBILLO

Date: 19 AUGUST 2021

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.

Ref No.: ADMIN-21-00604

NPC\_FAO\_ASD\_WO-V1.0,R0.0,05 May 2021

IMPORTANT CONDITION

1. Contractor should see that the work is satisfactorily completed in accordance with specifications and within the period of time stipulated.
2. Works performed hereon are subject to inspection and acceptance by the National Privacy Commission Inspection and Acceptance Committee.
3. Upon contractor's failure to perform and or finish the work, when due, the NATIONAL PRIVACY COMMISSION shall impose the following penalties: (1) to deduct for each day of delay, after the period stipulated. A liquidated damage in the amount of 1/10 of 1% per day if the total value of the contract, or if the contract has been partially performed within the stipulated time the total value of the unperformed portion thereof. The NATIONAL PRIVACY COMMISSION may deduct the value of the penalty imposed from any money due, or which may become due, the contractor, or to recover from the contractor's bond filed under this contract, if there is any.
4. All correspondence relative to this Order shall be in duplicate and must give the order and requisition serial numbers.
5. Supplies, Sketches, Blueprints, Etc. All samples, sketches, blueprints, etc. forwarded with this order must be returned when bills are submitted.
6. Copies of invoices must be furnished to the NATIONAL PRIVACY COMMISSION immediately after the acceptance.
7. If contractor cannot perform the Order, he must inform the NPC in writing before the date due with the original Work Order attached.
8. In the case the original copy of the Work Order is lost; NPC should be furnished with an affidavit of Loss duly notarized and with documentary stamp.

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Note: This is an important paper and will cause great inconvenience if lost.