



Republic of the Philippines

NATIONAL PRIVACY COMMISSION

## REQUEST FOR EXPRESSION OF INTEREST FOR THE PROCUREMENT OF KEY PRIVACY THEMES VIDEO DEVELOPMENT AND PRODUCTION MANAGEMENT

1. The *National Privacy Commission*, through the *General Appropriations Act FY2021* intends to apply the sum of *ONE MILLION FIVE HUNDRED THOUSAND PESOS ONLY* (Php 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for *Key Privacy Themes Video Development and Production Management*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *National Privacy Commission* now calls for the submission of eligibility documents for *Key Privacy Themes Video Development and Production Management (full service in the pre-production and production stage)*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before *October 28, 2021, 10:00AM through electronic submission via electronic mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph)*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

*Opening of the eligibility documents will be on the same day at 01:00PM, through video conferencing via Microsoft Teams* which shall be open to prospective bidders. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

2. Procedure for the conduct of electronic submission and receipt of eligibility documents and bids shall in accordance with the **NPC-BAC Guidelines on Electronic Submission and Receipt of Bids**, herein attached.

*If you wish to join the eligibility check and short-listing, pre-bid conference and the bid opening through video conferencing via Microsoft Teams, please coordinate with the NPC-BAC Secretariat through the e-mail address given below.*

3. Interested bidders may obtain further information from the *National Privacy Commission* and inspect the Bidding Documents at the address given below during *Monday to Friday, 9:00am to 4:00pm*. Due to alternative work arrangement being adopted, please set an appointment first with the NPC-BAC Secretariat through the email address given below.

4. A complete set of Bidding Documents may be acquired by interested Bidders on *October 21, 2021* from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php5,000.00.*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

*For the processing of payment of the Bidding Documents, please be reminded to bring the following documents:*

- a. Copy of Invitation to Bid;*
  - b. Original or CTC of Letter of Intent;*
  - c. Copy of company ID; and*
  - d. If paying through check, it should be named to Bureau of Treasury*
5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of *three (3)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

Rating Factor (Hurdle Rate 70%)	Weight
A. Applicable experience of the consultant	30%
I. Overall experience of the firm	10%
II. Individual experiences of the principal and key staff	10%
III. Times when employed by other consultants	10%
B. Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30%
C. Current workload relative to job capacity	20%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. *The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation procedure at a weight ratio of 80% for the Technical Proposal and 20% for the Financial Proposal. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.*
8. *The contract shall be completed within 10 weeks, implementation timeline is subject to change and shall be based on the agreed scheduled workplan but shall not go beyond March 15, 2022.*
9. *The National Privacy Commission reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.*
10. For further information, please refer to:

***ATTY. KRISHNA AIRA TANA-CAGUIA***  
*Bids and Awards Committee- Secretariat, Head*  
*East Banquet Hall, 5th floor, Delegation Building*  
*Philippine International Convention Center, Pasay City*  
*(02) 8234-2228 local 127*  
*bacsecretariat@privacy.gov.ph*  
*www.privacy.gov.ph*

Patula Maria  
Theresita Elnar

Digitally signed by Patula Maria  
Theresita Elnar  
Date: 2021.10.20 15:48:49 +08'00'

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***ATTY. MARIA THERESITA E. PATULA***  
*BAC, Chairperson*  
*October 20, 2021*



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**

**Guidelines on Electronic Submission and Receipt of Bids**

Pursuant to the GPPB Resolution No. 09-2020 issued to provide measures for the efficient conduct of all procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions, the NPC Bids and Awards Committee (NPC-BAC) hereby adopts these guidelines to allow the online or electronic submission and receipt of bids until such time as the online bidding facility under the modernized Philippine Government Electronic Procurement System (mPhilGEPS) becomes fully operational.

**I. Submission of Bids**

**A. Preparation of Eligibility Document**

Each bidder shall submit one (1) original of the first (technical), second (financial) components of its bid in PDF in cases of procurement of Good and Services or Infrastructure Projects and shall submit eligibility documents, technical proposal and financial proposal in PDF in cases of procurement of Consulting Services, through electronic mail.

**B. Scanning and Encrypting of the Documents**

Each PDF file and Zip folder must bear a unique combination of Password. Same password for all files is not allowed. Bidders are required to encrypt using AES-256. For details on how to assign password or encrypt file using AES-256, please see file attached as "Annex A". To maintain the integrity of the Zip folder and to ensure that no alterations or revisions are made, Bidders are also required to generate the hash value of the file and submit to the BAC together with the documents.

**1. Good and Services and Infrastructure Projects**

**a. Technical Component Envelope**

The bidder shall prepare one (1) zip file containing all the legal, technical and financial documents in accordance with the following instructions:

- i. Scan each original copy of the Legal, Technical and Financial Documents and save as an individual PDF file, each document shall be assigned with its own file name in this format: "NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type of Legal, Technical or Financial Document)"

*SAMPLE: NPC Janitorial Services; APP Item No. 2020-0040; AAA Janitorial Services Inc.; PhilGeps Platinum Registration Certificate*

- ii. Place/set a password on each PDF files.
- iii. Save the password-protected PDF files to a ZIP file.
- iv. Place/set password on the ZIP file.
- v. Name the password-protected Zip file in this format, avoid using spaces: "NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-Technical Component Envelope"

*SAMPLE: NPC-JanitorialServices-APPItemNo\_2020-0040-NameOfCompany-TechnicalComponentEnvelope.zip*

- vi. Generate the hash value of the Zip file, copy and save in an excel spreadsheet. In generating the hash value, please use *SHA-256 hash algorithm*. Refer to "Annex B" for instructions on how to generate hash values.

## **b. Financial Component Envelope**

The bidder shall prepare one (1) Zip file containing all the financial documents in accordance with the following instructions:

- i. Scan each original copy of the Financial Component Documents and save as an individual PDF file, each document shall be assigned with its own file name in this format: "NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type of Financial Component Document)"

*SAMPLE: NPC Janitorial Services; APP Item No. 2020-0040; AAA Janitorial Services Inc.; Financial Bid Form*

- ii. Place/set a password on each PDF files.
- iii. Save the password-protected PDF files to a ZIP file.
- iv. Place/set password on the ZIP file.
- v. Name the password-protected Zip file in this format, avoid using spaces: "NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-Financial Component Envelope"

*SAMPLE: NPC-JanitorialServices-APPItemNo\_2020-0040-NameOfCompany-FinancialComponentEnvelope.zip*

- vi. Generate the hash value of the Zip file, copy and save in an excel spreadsheet. In generating the hash value, please use *SHA-256 hash algorithm*. Refer to “Annex B” for instructions on how to generate hash values.

## **2. Consulting Services**

For procurement of Consulting Services where eligibility documents, technical proposal and financial proposal is required to be submitted, the documents shall be prepared in accordance with the following instructions:

### **a. Eligibility Check Documents**

- i. Scan each original copy of the Legal, Technical and Financial Documents and save as an individual PDF file, each document shall be assigned with its own file name in this format: “NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type of Legal, Technical and Financial Documents)”

*SAMPLE: NPC Conduct of Privacy Survey; APP Item No. 2020-0040; AAA Inc.; PhilGeps Platinum Registration Certificate*

- ii. Place/set a password on each PDF files.
- iii. Save the password-protected PDF files to a ZIP file.
- iv. Place/set password on the ZIP file.
- v. Name the password-protected Zip file in this format, avoid using spaces: “NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-EligibilityDocumentEnvelope”

*SAMPLE: NPC-ConductofPrivacySurvey-APPItemNo\_2020-0040-AAA Inc.-EligibilityDocumentEnvelope.zip*

- vi. Generate the hash value of the Zip file, copy and save in an excel spreadsheet. In generating the hash value, please use *SHA-256 hash algorithm*. Refer to “Annex B” for instructions on how to generate hash values.

### **b. Technical Proposal Envelope**

- i. Scan each original copy of the Technical Proposal Documents and save as an individual PDF file, each document shall be assigned

with its own file name in this format: "NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type of Technical Document)"

*SAMPLE: NPC Conduct of Privacy Survey; APP Item No. 2020-0040; AAA Inc.; Bid Security*

- ii. Place/set a password on each PDF files.
- iii. Save the password-protected PDF files to a ZIP file.
- iv. Place/set password on the ZIP file.
- v. Name the password-protected Zip file in this format, avoid using spaces: "NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-TechnicaProposalEnvelope"

*SAMPLE: NPC-ConductofPrivacySurvey-APPItemNo\_2020-0040-AAA Inc.-TechnicalProposalEnveloper.zip*

- vi. Generate the hash value of the Zip file, copy and save in an excel spreadsheet. In generating the hash value, please use *SHA-256 hash algorithm*. Refer to "Annex B" for instructions on how to generate hash values.

### **c. Financial Proposal Envelope**

- i. Scan each original copy of the Financial Documents and save as an individual PDF file, each document shall be assigned with its own file name in this format: "NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type of Financial Document)"

*SAMPLE: NPC Conduct of Privacy Survey; APP Item No. 2020-0040; AAA Inc.; Financial Proposal Submission Form*

- ii. Place/set a password on each PDF files.
- iii. Save the password-protected PDF files to a ZIP file.
- iv. Place/set password on the ZIP file.
- v. Name the password-protected Zip file in this format, avoid using spaces: "NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-FinancialProposalEnvelope"

*SAMPLE: NPC-ConductofPrivacySurvey-APPItemNo\_2020-0040-AAA Inc.-FinancialProposalEnveloper.zip*

- vi. Generate the hash value of the Zip file, copy and save in an excel spreadsheet. In generating the hash value, please use *SHA-256 hash algorithm*. Refer to "Annex B" for instructions on how to generate hash values.

### **C. Bidding Documents' Proof of Payment**

Scan original copy of the official receipt or proof of payment of the Bidding Documents and save as a PDF file assigned with the file name in this format: "NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); Bidding Document Proof of Payment"

*SAMPLE: NPC Janitorial Services; APP Item No. 2020-0040; AAA Janitorial Services Inc.; Bidding Document Proof of Payment*

Failure to attach copy of the official receipt or proof of payment, will result to non-issuance of the Bid Receipt Document. The BAC Secretariat shall notify the bidder of its non-submission and shall instruct them to re-send the bid together with the proof of scan, provided, that the period for submission of bid has not yet expired. Failure to do so before deadline of submission, despite notice, shall result to non-issuance of the Bid Receipt Document which is equivalent to non-acceptance of the Bidding Documents.

### **D. Proof of Malware, Virus or any Malicious Threat Scan**

The attachments or the files shall be free from malwares, viruses or any malicious threats. The bidder shall scan the files for these threats and the result of the scan must be captured as proof. The captured proof of scan shall also show the date and time when the scan was made which must be immediately prior to the date and time of its submission via e-mail to the BAC-Secretariat. For instructions on how to scan for threats, please refer to attached "Annex C".

The proof of scan shall be submitted together with the eligibility documents with the file name in this format: "NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); Proof of Virus Scan"

*SAMPLE: NPC Janitorial Services; APP Item No. 2020-0040; AAA Janitorial Services Inc.; Proof of Virus Scan*

Failure to scan for threats or attach captured proof of the scan, and/or submission of files corrupted with virus or malwares, will result to non-issuance of the Bid Receipt Document. The BAC Secretariat shall notify the bidder of its non-submission and shall instruct them to re-send the bid together with the proof of scan, provided, that the period for submission of bid has not yet expired. Failure to do so before deadline of submission, despite notice, shall result to non-issuance of the Bid Receipt Document which is equivalent to non-acceptance of the Bidding Documents.

### **E. Submission of Documents**



For Goods and Services or Infrastructure Projects, submit your bids consisting of two (2) zip folders (Technical and Financial Component Envelopes), one (1) proof of payment, one (1) proof of scan, and one (1) excel file with the hash values of the Zip folders via electronic mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) on or before the scheduled deadline for bid submission.

For Consulting Services, submit one (1) zip file (Eligibility Documents), one (1) proof of scan, and one (1) excel file with the hash values of the Zip folder via electronic mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) on or before the scheduled eligibility check and short listing. Upon being short-listed, submit two (2) zip folders (Technical and Financial Proposal Envelopes), one (1) proof of payment, one (1) proof of scan, and one (1) excel file with the hash values of the Zip folders via electronic mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) on or before the scheduled deadline for bid submission.

## **F. Bid Receipt Document**

Upon receipt before the deadline, of the email containing the bid submissions, the BAC Secretariat shall send an email of acknowledgement with attached Bid Receipt Document which can be saved or printed by the bidder, as proof of the official time of receipt of bids. Late Bids shall not be accepted and shall no longer be included in the opening of bids.

The email acknowledgement shall also contain a link to the registration form to be filled out by the bidder's authorized representative who shall attend the bid opening.

In case of non-receipt of the acknowledgment within one (1) hour after submission, the bidder shall re-submit the bid to the same electronic mail address. If no acknowledgment is still received, the bidder shall call the Bids and Awards Committee Secretariat (02) 8234-2228 local 127 to confirm whether the submission was received, and if so, request for the acknowledgment of receipt of the submitted bid.

Non-issuance of the Bid Receipt Document is equivalent to non-acceptance of the Bidding Documents.

## **G. Modification of Bids**

Bidders may modify or withdraw their Bid at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to submit another. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

Bidders shall send another Bid (containing all the required Technical and Financial Documents – not just the modified document/s) equally secured, properly identified, and labelled as a “modification” of the one previously submitted on or before the deadline. The bidder shall use the following file names for each PDF file and Zip files of the modified bid:

**Goods and Services and Infrastructure Project:**

- a. “NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type of Legal, Technical or Financial Document) - Modification”
- b. “NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-TechnicalComponentEnvelope-Modification”
- c. “NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type of Financial Component Document) - Modification
- d. “NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-FinancialComponentEnvelope-Modification”

**Consulting Services**

- a. “NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type of Legal, Technical and Financial Documents) - Modification”
- b. “NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-EligibilityDocumentEnvelope-Modification”
- c. “NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type Technical Document) - Modification”
- d. “NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-TechnicaProposalEnvelope-Modification”
- e. “NPC (Item Name); APP Item No.\_\_\_\_; (Name of Bidder); (Type Financial Document) - Modification”
- f. “NPC-(Item Name)-APPItemNo\_(\_\_\_\_)-(Name of Bidder)-FinancialProposalEnvelope-Modification”

The Secretariat shall record the last document submitted by the prospective bidder as the official document for the opening of bids, provided it is submitted on or before the deadline.

**H. Registration of Bidders**

Bidders must register through MS Forms upon submission of the bidding documents and receipt of acknowledgement email from the BAC Secretariat.

The pre-registration is required for the BAC Secretariat to monitor the persons allowed to enter in the video teleconference and for records purposes. The BAC Secretariat shall send the link to the registration form together with the acknowledgement e-mail. The following information shall be disclosed upon registration:

- a. Name of the Company
- b. Name of owner/ representative
- c. E-mail address used to submit the bid
- d. Official mobile number
- e. PhilGEPs registered office/company address
- f. Authority to represent the company (special power of attorney [SPA] or secretary's certificate)

Only those suppliers duly registered shall be allowed to attend. In case there will be more than one (1) representative for each prospective bidder, the names of each representative and their respective e-mail addresses shall be listed in the registration form.

The BAC Secretariat, after the deadline of submission of bids and prior to the bid opening, will send an e-mail to the bidders via the official e-mail address used to submit the bid with the instructions on how and when to disclose the passwords and hash value of the zip files.

## **I. Download of Submitted Bids**

The completely submitted bid files shall be downloaded by the BAC Secretariat to the BAC's official issued laptop/desktop so that the audit trail shall be preserved.

Upon download, the Zip files will be scanned for virus, malwares or other malicious threats. The bidder who shall submit a file corrupted with virus shall not be issued a Bid Receipt Document, instead the BAC Secretariat shall notify the bidder of the case and shall require it to re-submit, provided, that the period for bid submission has not yet expired.

Each bidder will be assigned one (1) file folder named after the Company Name of the bidder. Each file folder will have sub-folders for the Technical Component, Financial Component, and Eligibility Document (for Consulting Services).

The Secretariat Head shall designate the official representative of the BAC Secretariat as the Bid Opener and an alternate who are the only personnel allowed to access the said password protected files for safekeeping and record purposes during the Bid Opening.

## **II. Eligibility Check and/or Bid Opening Process**

The BAC, with the assistance of the BAC Secretariat and Technical Working Group (TWG), shall conduct the bid opening via Microsoft Teams. Bidders are

encouraged to attend the bid opening online. The passwords for the zip folders and the files shall be disclosed by the bidders only during the bid opening.

The BAC Secretariat will be the sole administrator in Microsoft Teams and only the appointed person from the BAC Secretariat can allow the entry of the participants in the bid opening. The video conference via Microsoft Teams will be recorded and minutes of the meeting will also be prepared.

On the date and time set for the eligibility check and shortlisting and/or opening of the bids, the following procedure shall be observed.

#### **A. Videoconference via Microsoft Teams**

The bidder shall access the Microsoft Teams meeting link provided by the BAC Secretariat prior to the bid opening date and enter the meeting by clicking **“Join Now”**. Bidder shall allow access to the microphone and the camera and wait in the meeting lobby for the BAC Secretariat to allow them entry to the meeting room.

The bidder’s representative shall state their Company Name and their Name in the meeting chatbox so their attendance can be recognized. Bidders are expected to observe proper meeting decorum, open their device camera and keep their microphone on mute unless called to speak.

#### **B. Opening of Bids**

Upon instruction, the designated Bid Opener, using the BAC’s official desktop/laptop, shall open the bids in accordance with the order it was received. The BAC Secretariat during the actual access of the bidding document files, shall share the screen of the designated Bid Opener in the MS Teams meeting.

##### **a. 1<sup>st</sup> Zip Folder**

When prompted, the bidder shall disclose the password and the hash value of their 1<sup>st</sup> Zip folder in accordance with the instruction previously provided.

The Bid Opener shall access the 1<sup>st</sup> Zip folder and shall check the hash value of the said file and compare it to the hash value recorded in the excel file previously submitted by the Bidder together with their Bidding Documents. If both hash values are the same, the Bid Opener upon confirming that the files were not altered will proceed to open the Zip folder with the password provided and extract the files contained in the Zip folder. It is strongly advised that the bidder shall ensure the accuracy of the submitted zip files and its passwords and hash values to avoid

disqualification. Upon access to the 1<sup>st</sup> Zip folder, the BAC Secretariat will prompt the bidder to disclose the passwords for each PDF document extracted.

The bidders are given a minimum of five (5) minutes to respond. Should the bidder fail to respond with the password when prompted, the BAC shall move on to the next bid, if there is any. If there are no other bids to be considered, the Secretariat shall ask again for the password and the bidder is given another five (5) minutes to respond. Should the bidder fail to respond within the allotted time, the submitted bid or specific document will no longer be considered.

**Under no circumstances should the bidder disclose the passwords BEFORE being prompted to do so on the scheduled bid opening**

Only **three (3) attempts** are given to disclose the password per Zip folder or PDF file to open the documents. Should the bidder fail to provide the correct password after the third attempt, the submitted bids shall **NOT** be accepted during the bid opening.

**b. 2<sup>nd</sup> Zip Folder**

Except in cases of procurement of Consulting Service, immediately after determining compliance with the requirements in the first envelope, the BAC shall open the second bid envelope of each remaining eligible and technically complying bidder whose submitted technical bid including eligibility requirements were rated “passed.”

The bidder will be prompted to disclose the password for the 2<sup>nd</sup> Zip folder containing the Financial Component. The Bid Opener shall access the 2<sup>nd</sup> Zip folder and shall check the hash value of the said file and compare it to the hash value recorded in the excel file previously submitted by the Bidder together with their Bidding Documents. If both hash values are the same, the Bid Opener upon confirming that the files were not altered will proceed to open the Zip folder with the password provided and extract the files contained in the Zip folder. Subsequently the BAC shall prompt for the passwords of the PDF documents contained therein, and the files will be accessed in the same manner as the procedure described for the 1<sup>st</sup> Zip Folder.

**Under no circumstances should the bidder disclose the passwords BEFORE being declared eligible and technically complying bidder based on the evaluation of the technical bid including eligibility requirements and before being prompted to do so.**

Only **three (3) attempts** are given to disclose your password per Zip folder and PDF files to open the documents. Should the bidder fail to provide the correct password after the third attempt, the submitted bids shall **NOT** be accepted during the bid opening.

The BAC Secretariat shall take and print a screenshot of such inquiries and responses to form part of the records and all incidents should be recorded in the minutes.

**c. Saving a Copy**

The Bid Opener shall save the bid files received in the bidder's designated file folder in BAC's One Drive as copy.

**III. Submission of Original Physical Copy**

The Single/Lowest Calculated Bidder or the Single/Highest Rated Bidder in case of procurement for Consulting Services is required to submit one (1) physical copy of the original bidding documents for the conduct of post-qualification.



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ANNEX A

How to Use 7-Zip to Encrypt Files and Folders

7-Zip is an open source software used to compress or zip files secured with encryption.

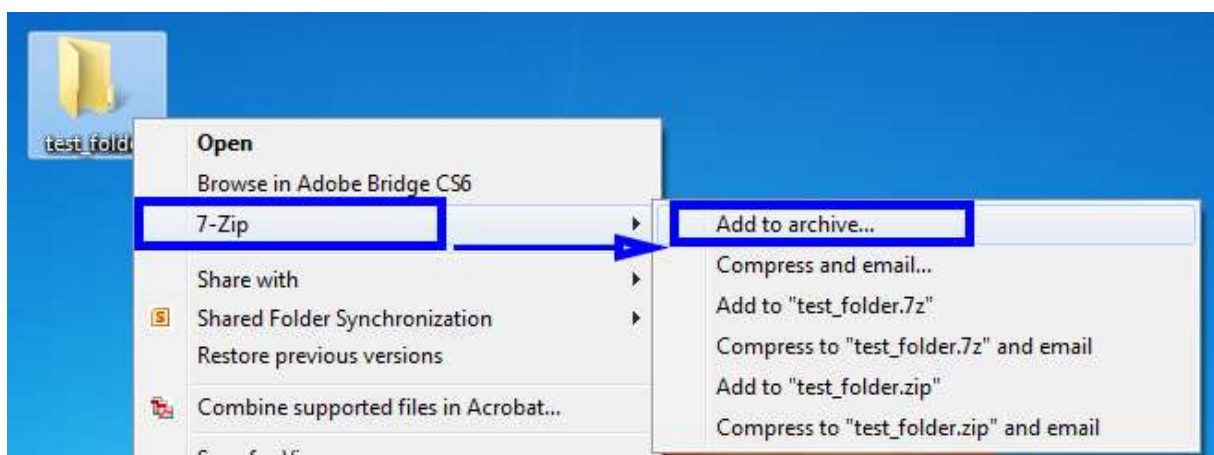
When you send or transfer files that contain Personal Identifiable Information (PII) or other confidential and sensitive data, the files must be encrypted to ensure they are protected from unauthorized disclosure.

7-Zip, like WinZip, creates a container called archive that holds the files to be protected. That archive can be encrypted and protected with a password. 7-Zip is a free software that creates Zip files that can be opened with WinZip or other similar programs.

To obtain a copy of 7-Zip, please see <http://www.7-zip.org/> and select the appropriate Download link. Once the software is installed, please follow these steps to encrypt a file or folder.

**Step 1:** Right click on the file / folder to be encrypted.

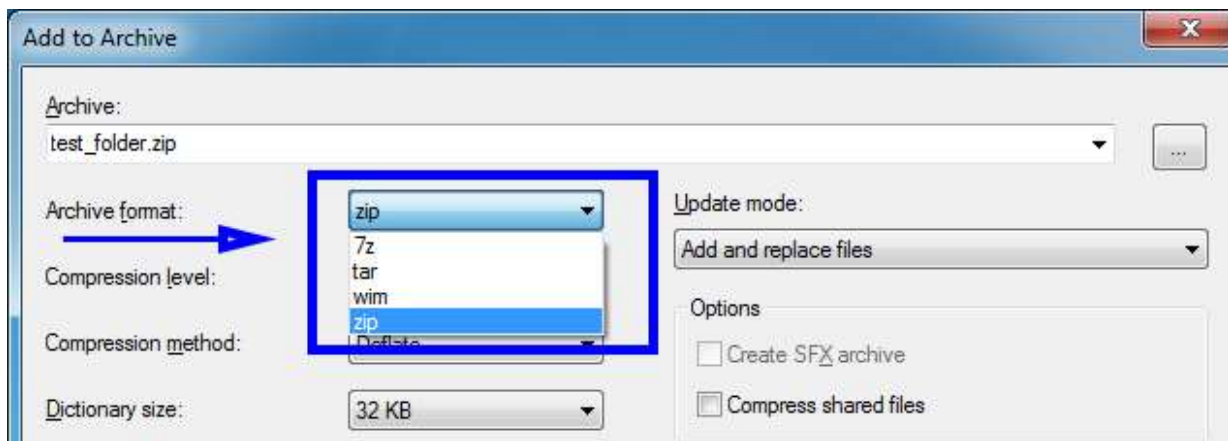
**Step 2:** Select “7-Zip” then “Add to archive...”



**Step 3:** In the Add to Archive window change the name of the archive you wish to create.



**Step 4:** Change the Archive format to “Zip”.

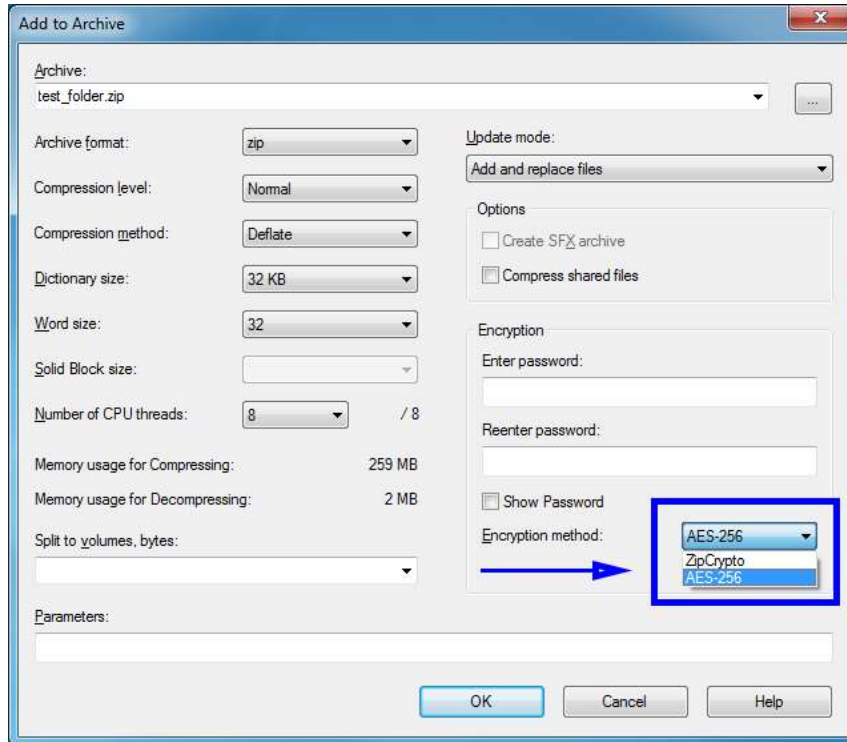


**Step 5:** Change the Encryption Method to “AES-256”.

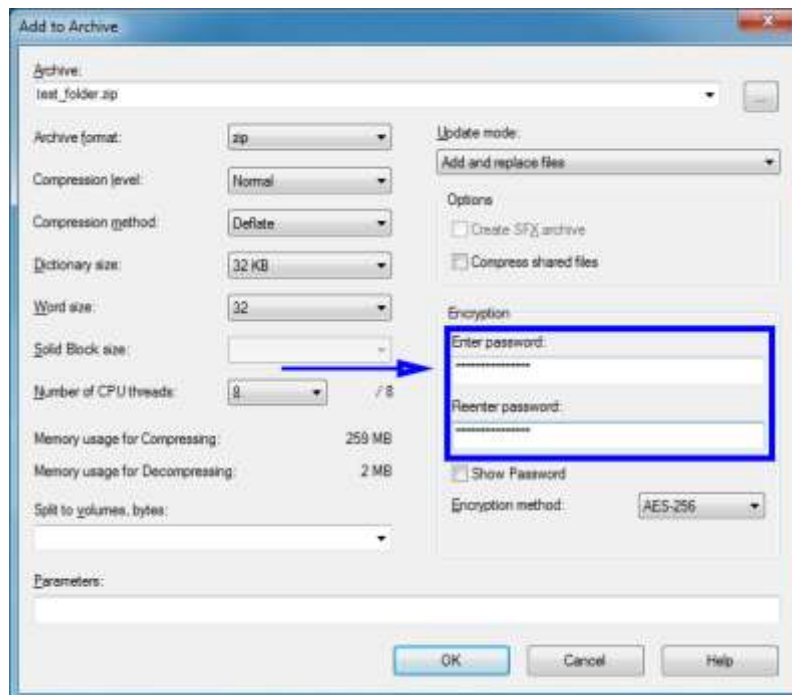
There is a trade-off between using AES-256 and ZipCrypto. AES-256 is proven much more secure than ZipCrypto, but if you select AES-256 the recipient of the zip file may have to install 7-zip or another zip program to read the file contents. Selecting ZipCrypto may allow users to open the zip file in Windows without a zip program, but it does not provide adequate protection against attackers with modern cracking tools.

It is strongly recommended to use AES-256 to protect sensitive and confidential data.





**Step 6:** Enter a Password. Use a strong password with at least 8 characters containing upper and lowercase letters, and a minimum of one number.



**Step 7:** Select “Ok” to create the encrypted archive file. The new archive file will be located in the same folder as the original.



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ANNEX B

How to Generate SHA-256 Hash Values for .ZIP Archives

In Windows,

1. To open the Command window, hold down the Windows key and then press R on the keyboard.

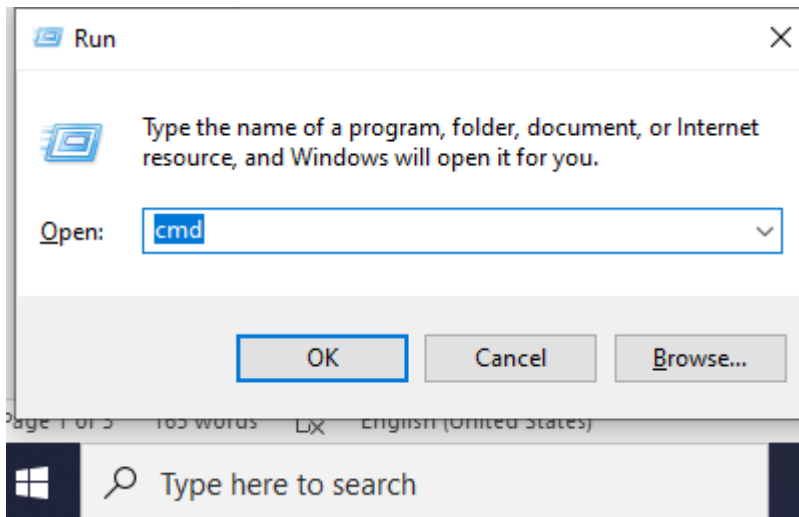
Visit the link for other ways to open command prompt window:

<https://www.digitalcitizen.life/run-window-windows-7-why-use-it-anymore/>



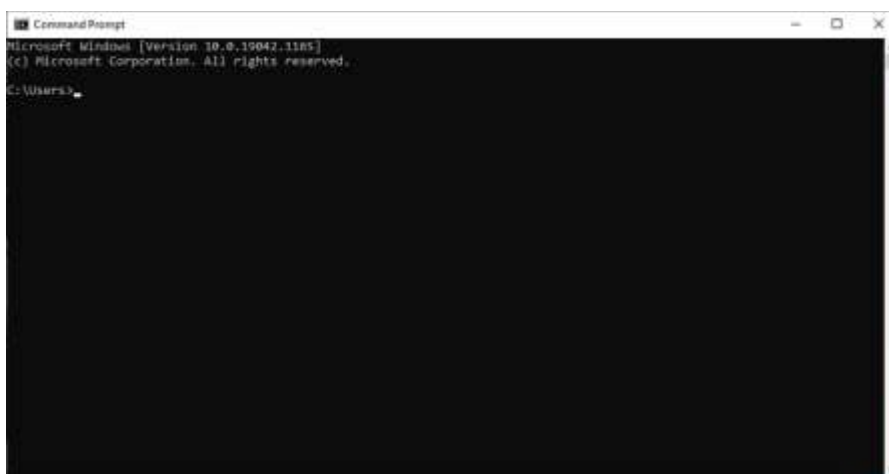
Figure 1. Keyboard with Windows Key button

2. The Run window will be displayed on the lower left corner of the screen.
3. Type **cmd** in the text box.



**Figure 2. Run window**

4. The Command prompt window will be displayed.



**Figure 3. Command prompt window**

5. Type the following in the Microsoft Windows Command Prompt:

**certutil -hashfile <PATH-TO-FILENAME> <SHA256>**

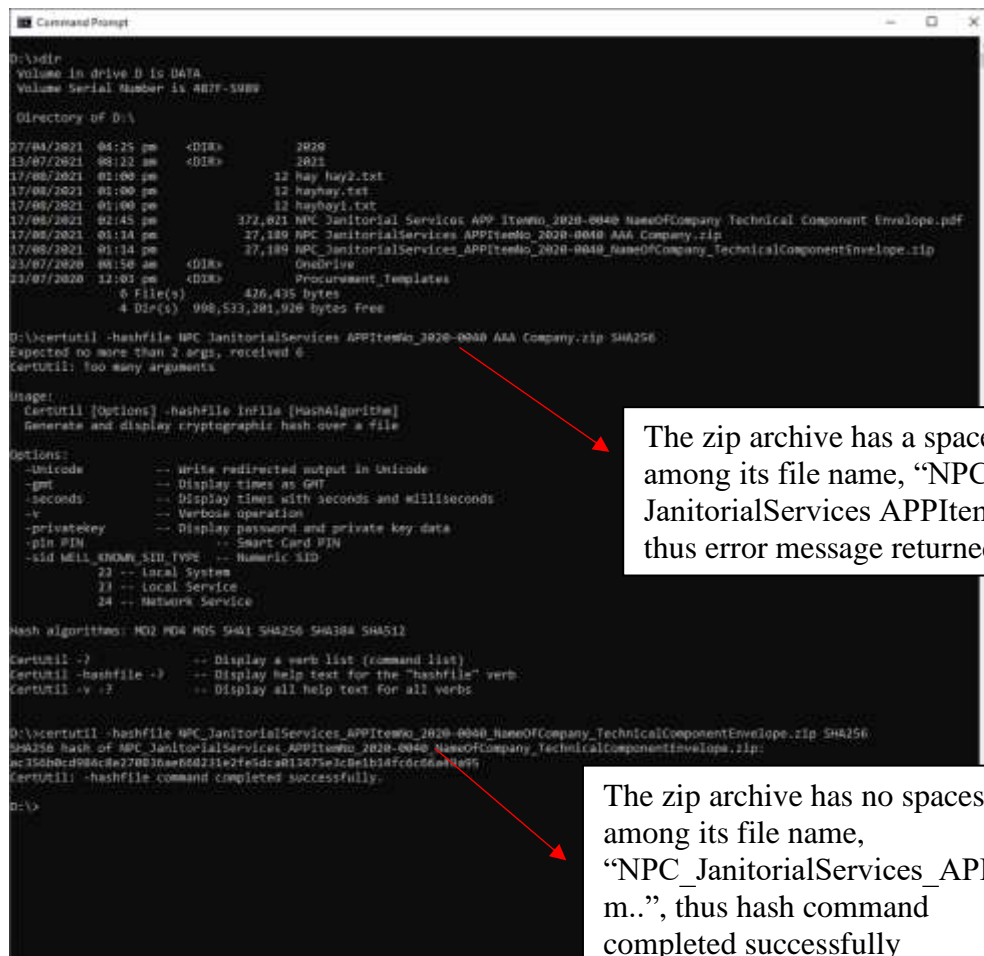
Example: **certutil -hashfile NPC\_JanitorialServices\_APPItemNo\_2020-0040\_NameOfCompany\_TechnicalComponentEnvelope.zip SHA256**



Hash Value you need to copy

Figure 4. Hashfile command in Command Prompt

Note: Avoid putting spaces among the file name of the final zip archive, as this may cause problems (windows recognizes spaces as another directory), see Figure 5.

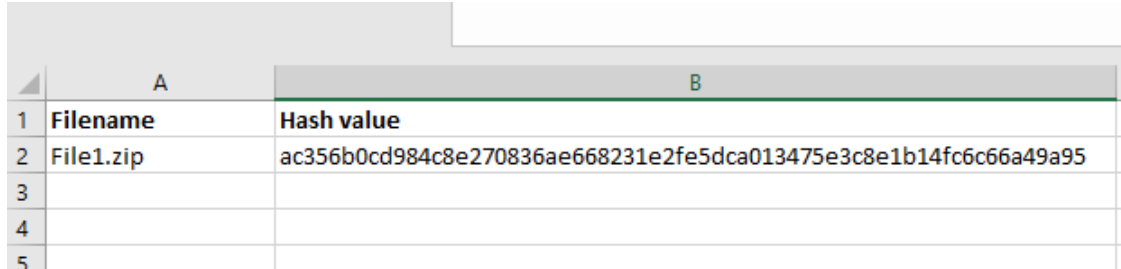


The zip archive has a space among its file name, "NPC JanitorialServices\_APPItem.." thus error message returned

The zip archive has no spaces among its file name, "NPC\_JanitorialServices\_APPItem..", thus hash command completed successfully

Figure 5. Error due to archive file name spaces

6. Copy and paste the hash value generated and save in an excel spreadsheet. See Figure 6.



	A	B
1	<b>Filename</b>	<b>Hash value</b>
2	File1.zip	ac356b0cd984c8e270836ae668231e2fe5dca013475e3c8e1b14fc6c66a49a95
3		
4		
5		

**Figure 6. Filename and hash value in excel spreadsheet**

## In Mac OS,

1. To open the terminal window, please open the link below:  
<https://support.apple.com/en-ph/guide/terminal/apd5265185d-f365-44cb-8b09-71a064a42125/mac>

2. Type the following in the Terminal command line:

**openssl sha256 <PATH-TO-FILE>**

Example: openssl sha256 File1.zip



```
user@user-mbp Desktop % openssl sha256 File1.zip
SHA256(File1.zip)= ac356b0cd984c8e270836ae668231e2fe5dca013475e3c8e1b14fc6c66a49a95
user@user-mbp Desktop %
```

**Figure 7. Mac OS terminal screenshot**

3. Copy and paste the hash value generated and save in an excel spreadsheet, see figure 6 above.



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

ANNEX C

**How to Scan for Virus, Malware or Other Malicious Threats**

**Step 1.** Use virus scanner software or program.

**Step 2.** Scan the Zip folders and PDF files based on the instructions provided by the scanner used.

**Step 3.** Take a screenshot of the scan results and make sure to capture the date and time of scan, which must be prior to the date and time the documents will be e-mailed to the BAC-Secretariat.

Protection for your device against threats.

 **Current threats**

No current threats.

Last scan: 09/08/2021 1:47 pm (quick scan)

0 threats found.

Scan lasted 1 minutes 7 seconds

18856 files scanned.

Quick scan

**Step 4.** Rename the capture proof of scan according to the instructions and e-mail together with the bidding documents to the BAC Secretariat.