



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

TOKENS
(NPC OPERATIONAL PLANNING FOR FY 2022)

27 October 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **TOKENS (NPC OPERATIONAL PLANNING FOR FY 2022) (APP 2021-0013)**. 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 **5:00 P.M., 02 November 2021**.

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

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. 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:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307
Attention to: **ATTY. KRISHNA AIRA TANA-CAGUIA**
BAC Secretariat Head

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head

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.

Ref No.: RFQ-2021-0013

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION
TOKENS
(NPC OPERATIONAL PLANNING FOR FY 2022)**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 170,000.00)		Compliance (Manifest your compliance by <u>writing "COMPLY" in every item</u>)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Requirements/Specifications 2. Payment and Delivery 			- _____ - _____
TOTAL						

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. 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.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

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

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

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Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

NPC Operational Planning for FY 2022

I. BACKGROUND

Aimed at achieving the strategic goals and objectives of the NPC's big ticket programs that are geared towards the Philippine Development Plan 2017-2022 by setting of policy and regulatory environment and providing services through Enhancing the social fabric (Malasakit), Reducing inequality (Pagbabago), and Increasing Potential Growth (Patuloy na Pag-unlad), the National Privacy Commission (NPC) thru the Financial, Planning, and Management Division (FPMD) will facilitate a two-day FY 2022 Operational Planning activity to come up with new initiatives and improve the implementation of the Commission efforts to deliver efficient and effective services and benefits to the stakeholders and the public.

Amidst the challenges encountered since early part of year 2020 due to the Covid-19 pandemic, the NPC continuously strives its various endeavors in the enhancement and implementation of its big-ticket programs in line with Republic Act No.10173 or Data Privacy Act of 2012. The NPC programs, activities and projects (PAPs) have been re-programmed and enhanced in line with the transitioning period towards the 'new normal'. As the government's arm to ensure the Filipinos remain in full control of their personal information during the COVID-19 pandemic, new interventions were also developed, successfully implemented, and continuously being enhanced.

The Commission stays fully committed in delivering its mandate as the country's privacy watchdog and its role as the government's arm to ensure the Filipinos remain in full control of their personal information in this digital age. Some of the significant projects are focused on preventing massive data breaches thru the issuance of circulars, advisories, and guidelines for online transactions, the shift to online e-hearings, and collaborative initiatives with international privacy authorities among others.

Thus, this Terms of Reference encapsulates the provision of Tokens for the participants of the NPC Operational Planning for FY 2022. The items below shall support all Division/Units during their Work-from-Home set-up as well as during the re-calibration of their Physical and Financial Plans for FY 2022. Furthermore, the planning activity is designed to ensure that all Office Performance Commitment (OPCmt) Forms are developed in a rational and accountable manner and that new policies and program initiatives shall be in line with the NPC Strategic Objectives.

II. OBJECTIVES

This activity will help the Commission in formulating a comprehensive operational plans and budget for FY 2022 and come up with S.M.A.R.T.E.R. (Specific, Measurable, Attainable, Relevant, Time-bound, Exciting, Rewarding) goal setting. The S.M.A.R.T.E.R. goal setting will enable the Commission to identify and enhance its involvement in PAPs, transparency, and accountability methods in order to produce additional outcomes to attain greater achievements.

III. PLANNING DESIGN

The planning session consists of the following activities:

a. Pre-Planning Session

- *Crafting of a comprehensive program of actions during pre-planning activity per division;*
- *Assessment and adjustment of organization goals and plans in response to Covid-19 pandemic; and*
- *Formulation of Office/Division FY 2022 Plans and Budget*

b. Actual Planning Session

- *Presentation of Office/Division Plans and Budget for FY 2021*
- *Identification of critical areas and recalibration of strategic direction of the NPC*
- *Establishment of agreement on the intended outcomes/results;*
- *Approval of FY 2022 NPC Plans and Budget*

IV. TECHNICAL REQUIREMENTS/SPECIFICATIONS

As part of the NPC Operational Planning Activities and meetings, the following item(s) are to be procured:

No.	Item	Specifications
1.	Planner, customized	Quantity: 190 pcs. Color: Tan/Brown Material: Synthetic PU/PVC/PP Leather -Must have holder for business card slots, ring metal binder with open date planner refills, pen holder -Printing: Debossed NPC Logo 1.5" x 1.5" See sample item
2	Engraved Leather Desk Mat	Quantity: 190 pcs. Color: 60- Tan/Brown; 60: Black; 70: Army Green Size: 31.5" x 12" Material: Synthetic PU/PVC/PP Leather - Anti-slip Rubber Base

Reference No.: _____

NPC_DIT_TOR-V1.0, R0.0, 05 May 2021

		- Professional Edge Stitching Printing: Debossed NPC Logo
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V. PAYMENT AND DELIVERY

Payment shall be made through send bill arrangement upon issuance of the Certificate of Completion and Acceptance. Items must be delivered 15 days from receipt of Notice to Proceed or Purchase Order.

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

This activity is included under FPMD PPMP FY 2021 and the Approved Budget for the Contract (ABC) is ONE HUNDRED SEVENTY THOUSAND PESOS ONLY (PHP 170,000.00) inclusive of all applicable government taxes and other charges

Prepared by:

Sgd.
Fionamae Hilda V. Abainza
Administrative Officer IV

Noted by:

Sgd.
Marilou C. Leelian
Chief, FPMD

Approved by:

Sgd.
Atty. Manuel C. Satuito
Director IV, FAO

Reference No.: _____

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Reference No.: _____

NPC_DIT_TOR-V1.0, R0.0, 05 May 2021

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

Sample Planner with ring binder (taken from internet)



Reference No.: _____

NPC_DIT_TOR-V1.0, R0.0, 05 May 2021

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

Sample Planner with ring binder (taken from internet)



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, 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, 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, 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

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____