



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
CUSTOMIZED FACEMASK WITH CHAIN/LANYARD

05 November 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage services for its **CUSTOMIZED FACEMASK WITH CHAIN/LANYARD (APP Item No. 2021-0121)**.

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., 11 November 2021**.


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

1. Certified true 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

 Digitally signed
by Tana-Caguia
Krishna Aira
Angeles

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
bacsecretariat@privacy.gov.ph

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-2021-0121

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

TECHNICAL SPECIFICATION

CUSTOMIZED FACEMASK WITH CHAIN/LANYARD

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 325,000.00)		Compliance (Manifest your compliance by <u>writing "COMPLY" in EVERY item</u>)
				Unit Price	Total	
1	job	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Specifications 2. Evaluation of Goods/Services Delivered 3. Payment Terms 			_____ _____ _____
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. Submit the certified true copy and the original, as applicable, of the eligibility requirements together with the signed Quotation and present the original Mayor's or Business Permit 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)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

**FOR THE PROCUREMENT OF CUSTOMIZED FACE MASK WITH
CHAIN/LANYARD**

I. BACKGROUND

The National Privacy Commission (NPC) is tasked to educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in the Data Privacy Act of 2012 and its implementing rules and regulations.

Among the continuing programs/projects of NPC that aspire to raise awareness is the PRIVACY, SAFETY, SECURITY, and TRUST! (PSST) Online. The goal of PSST! is to gather and engage with the Filipino citizens, especially the youth, and educate them about data protection. It also aims to provide information on the risks, threats, and harms in the digital world, and promoting the culture of privacy to the society.

Under PSST!, the NPC thru its Public Information and Assistance Division (PIAD) launched the Kabataang Digital (KD) campaign, which encourages data protection for children by enjoining school officials and parents in educating their children on appropriate digital citizenship, promoting safe choices, and elaborating the implications of the digital environment for children's privacy rights.

Given the public health emergency that the country faces and foreseen shift from traditional to virtual learning system, the Commission will promote KD nationwide through online platforms. PIAD proposes to procure a promotional face mask for KD to be used by PIAD staff and to be given to select student leaders/privacy watchers, teachers, and other partners that will participate in the promotion of KD.

II. OBJECTIVE

The primary objective of procuring promotional materials, such as customized face masks that bear the logo of NPC and KD is to raise awareness on data privacy by creating instant and inexpensive brand recognition.

Specifically, it will serve as a cost-effective promotional strategy that will showcase the NPC and KD brand every time it is used. These face masks will be distributed to school partners and its student and turn them into advertisers. As long as the customized face masks are being worn on different occasions, KD will get recognition and exposure.

III. SPECIFICATIONS

a. Technical

i. For Face Masks

Material for customized face masks	<ul style="list-style-type: none"> • Inner layer of absorbent material such as cotton • Middle layer of non-woven non-absorbent material, such as polypropylene. • Outer layer of non-absorbent material such as polyester or polyester blend • Inner pocket with filter included 																		
Style	3 ply fabric material Secures with earloops Machine washable and reusable																		
Size	Five (5) sizes. See mask width and height in the design <table border="1" data-bbox="630 825 1357 940"> <thead> <tr> <th></th> <th>XS</th> <th>S</th> <th>M</th> <th>L</th> <th>XL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8 ¾"</td> <td>9 ½"</td> <td>10 ¼"</td> <td>11"</td> <td>11 ¾"</td> </tr> <tr> <td>2</td> <td>4 3/8"</td> <td>4 ¾"</td> <td>5 1/8"</td> <td>5 ½"</td> <td>6"</td> </tr> </tbody> </table>		XS	S	M	L	XL	1	8 ¾"	9 ½"	10 ¼"	11"	11 ¾"	2	4 3/8"	4 ¾"	5 1/8"	5 ½"	6"
	XS	S	M	L	XL														
1	8 ¾"	9 ½"	10 ¼"	11"	11 ¾"														
2	4 3/8"	4 ¾"	5 1/8"	5 ½"	6"														
Color	See color hex indicated in the design																		
Quantity	2500 pcs of customized face masks																		
Please see attached layout/design for reference.																			

ii. For Face Mask Lanyard

Material for lanyard	Polyester
Style	Polyester yard with alloy hook and adjustable buckle
Size	Minimum of 70cm
Color	<i>See color hex included in the design</i>
Quantity	2500 pcs of lanyard
Please see attached layout/design for reference.	

b. Order Fulfillment

Address	National Privacy Commission 5th Floor, Delegation Building, Philippine Convention Center, Pasay City
Submission of Sample	12 calendar days after approval of contract. If the 12th day falls on a weekend or a

	holiday, the delivery must be on the next working day without penalty
Full Delivery	25 calendar days after approval of proof copy. If the 25 th day falls on a weekend or holiday, delivery must be on the next working day without penalty.

c. Qualifications Requirements

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

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Classified as “Goods and Services.”

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

The source of fund is the "Annual Procurement Plan FY 2021 with Item No. 2021-0121," while the approved budget for the contract is three hundred twenty-five thousand pesos (Php 325,000.00) only.

VII. EVALUATION OF GOODS/SERVICES DELIVERED

Evaluation of the service will be done through End-User acceptance.

VIII. 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:



Digitally signed
by Adis Kristine
Danica Sulit

KRISTINE DANICA S. ADIS
Information Officer II, PIAD

Noted by:



Digitally
signed by
Chin Roren

ROREN MARIE M. CHIN
Chief, PIAD

Approved by:



Digitally signed by
Alzona Ivin Ronald De
Mesa

ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV

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_____