



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION  
KN95 DISPOSABLE FACEMASK

22 November 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **KN95 DISPOSABLE FACEMASK (APP 2020-0206)**. 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., 29 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 attachments<sup>1</sup>; 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](mailto: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

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BAC Secretariat Head

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<sup>1</sup> **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.

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2020-0206

**TECHNICAL SPECIFICATION  
KN95 DISPOSABLE FACEMASK**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 480,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>every item</u> )
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Technical Requirements/Specifications</li> <li>2. Payment and Delivery</li> </ol> </li> </ul>			- _____  - _____
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- 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)



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

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TERMS OF REFERENCE

KN95 DISPOSABLE FACE MASK

I. BACKGROUND

The Philippines continues to be under the State of Public Health Emergency until September 2022, due to the coronavirus disease 2019 (Covid-19) pandemic thru Proclamation No. 1218.

On March 16, 2020, President Duterte issued Proclamation 929, declaring a state of calamity all throughout the country for six months due to Covid-19, and Proclamation 1021 released on Sept. 16, 2020, stretched the state of calamity for another year, or until Sept. 12, 2021.

The new proclamation enjoins all government agencies and local government units to continue rendering full assistance to and cooperation with each other and mobilize the necessary resources to *“undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of Covid-19.”*

Pursuant to the said order, the National Privacy Commission (NPC), being a National Government Agency shall continue to provide its services of protecting the data privacy of all Filipinos. During this times, processing of personal information has increased due to the contact tracing measures and COVI-19 vaccination implementation. Thus, the NPC shall remain in action.

Given the necessity to remain in service, employees must be protected from the ill-effects of the virus by observing health and safety protocols, one of which is by using personal protective equipment such as face mask and face shield. As stressed by the Department of Health (DOH), wearing a mask is part of the prescribed minimum health standards to ensure utmost protection from COVID-19. According to studies, wearing masks lowers the chance of transmission by up to 85%, while maintaining a physical distance of one meter reduces the risk of transmission by 80%.

A member of the DOH Technical Advisory Group and Director of the Institute of Molecular Biology and Biotechnology at the National Institutes of Health at the University of the Philippines Manila, Dr. Edsel Salvana, said that the virus is already assumed to be airborne when conducting aerosol generating procedures in hospitals. *“This is why our healthcare workers use N95 masks and conduct strict infection prevention and control measures,”* Health Undersecretary Maria Rosario Slight-Vergeire said during the July 7 Beat COVID-19 Virtual Presser.



However, not all masks provide the same protection. The fit, filter and the number of layers, are all important to consider when choosing which mask to wear. There are many types of masks that can be used to protect ourselves, such as cloth mask, medical procedure masks (surgical masks), and KN95 Masks. There are pros and cons for each type of mask as summarized in the table below (Centers for Disease Control and Prevention (CDC), 2021):

Type of Mask	Cloth Mask	Surgical Mask	KN95 Mask
Pros	Easy to obtain; comfortable; affordable; convenient; washable and reusable; ear loops, tie cords, and nose wires (if available) can usually be adjusted.	Easy to obtain; comfortable; affordable; convenient; disposable (good for situations when the mask may get wet or dirty); nose wires (if available) can be adjusted.	Filter up to 95% of particles in the air (when they meet the right requirements and are not counterfeit/fake, and when proper fit can be achieved).
Cons	Poorly fitting masks may have gaps around the sides of the face or nose. Gaps may allow respiratory droplets containing the virus to leak in and out around the mask. Depending on how they fit and how they are made, cloth masks vary in how well they can protect you and others from getting and spreading COVID-19.	These masks often fit loosely. Masks with ear loops may not be adjustable enough to achieve a better fit. Masks with tie cords can provide a better fit for some people. Poor fit causes gaps around the nose and along the sides of the face where respiratory droplets containing the virus can leak in and out; designed for one-time use.	Can be uncomfortable; often requires more effort to breath; may be more expensive and difficult to obtain; designed for one-time use; many counterfeit (fake) KN95 masks are commercially available, and sometimes it is hard to tell if they meet the right requirements just by looking at them. At least 60% of the KN95 masks evaluated by NIOSH did not meet the requirements that they claim to meet.
	A cloth mask can be layered on top of a medical procedure mask for improved fit and filtration. Using a mask fitter or brace may also help to improve fit.	A medical procedure mask can be layered underneath a cloth mask for improved fit and filtration. However, a medical procedure mask should not be layered underneath a second medical procedure mask. Using a mask fitter or brace may also help to improve fit	It may be hard to achieve a proper fit with certain types of facial hair.



There is also another type of mask available in the market, the NIOSH-42C FR84 (N95), but priority of use for this type of mask is given to healthcare personnel and for other workers who are required to wear them for protection against other hazards. According to CDC, KN95 is preferable in some situations or for some people – especially for situations that require prolonged close contact with people who do not live in the same household, or for people who are at high risk of illness from COVID-19.

The HRDD, in its goal of ensuring the welfare of its employees, proposes to procure KN95 masks.

## II. OBJECTIVES

To procure KN95 facial masks to be provided to all NPC personnel.

## III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

### Specifications:

1. Individually packed in a box, and sterilized with EO Gas
2. Multi-layer design for excellent protection from particles
3. Light weight for greater comfort
4. Features with above 95% filtration efficiency
5. Must be FDA approved – attach FDA registration number in the quotation (Food and Drug Administration Philippines, 2021)

### Estimated KN95 Mask Allocation per Month

KN95 Mask Allocation Estimate	
Total number of personnel + support Staff	245
Number of workdays per month	22
Estimated Number of Masks per month	5390
Cost per mask	P 20.00
Total estimated cost per month	P 107,800.00
Approved budget for the contract	P 480,000.00
Estimated Number of Masks	24,000

## IV. PAYMENT AND DELIVERY

- Delivery shall be 15 working days upon acknowledgement/signing of the Purchase Order
- The NPC-HRDD shall process the payment upon receipt of the following documents submitted by the Supplier:
  - Statement of Account/Invoice/Billing
  - Delivery Receipt
- The supplier/manufacturer/distributor must deliver the goods or perform the services within the period specified by the Procuring Entity, as specified in the Contract. If delays are likely to be incurred, the



supplier/manufacturer/distributor must notify the Procuring Entity in writing. It must state therein the cause/s and duration of the expected delay.

- All payments shall be subject to existing budgeting, accounting and auditing laws, rules and regulations.

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

- Total ABC: **Php 480,000.00, inclusive of all taxes and charges**
- Included in the NPC APP FY 2020 Item Code: \_\_\_\_\_
- Mode of Procurement: Small Value Procurement

Prepared by:

Tavora Maria  
Donabella Atienza

Digitally signed by Tavora  
Maria Donabella Atienza  
Date: 2021.10.04 10:59:38  
+08'00'

**MARIA DONABELLA A. TAVORA**  
Supervising Administrative Officer

Noted by:

  
**ROSALY B. SANTOS**  
Chief Administrative Officer

Approved by:

  
**ATTY. MANUEL C. SATUITO**  
Director IV, FAO

**References**

Centers for Disease Control and Prevention (CDC). (2021, October 01). *www.cdc.gov*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/mask-fit-and-filtration.html>

Food and Drug Administration Philippines. (2021, October 01). *www.fda.gov.ph*. Retrieved from <https://www.fda.gov.ph/fda-advisory-no-2020-1181-list-of-fda-notified-medical-face-masks/>

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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.: \_\_\_\_\_

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