



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
NPC SERVICE PIN

24 November 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **NPC Service Pin (APP 2021-0135)**. 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., 01 December 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; and
3. 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

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BAC Secretariat Head

Ref No.: RFQ-2021-0135

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION
NPC SERVICE PIN**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 30,000.00)		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"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Specifications 2. Payment and Delivery 			- _____ - _____
TOTAL						

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)

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TERMS OF REFERENCE
Onboarding Program Welcome Kit
NPC Service Pin

I. BACKGROUND

The National Privacy Commission (NPC) is the country's privacy watchdog: an independent body mandated to administer and implement the Data Privacy Act of 2012 and to monitor and ensure compliance the country with international standards set for data protection. The law was passed in 2012, but it was only in 2016 that the first Privacy Commissioner was appointed, and the secretariat was formed.

In its pursuit of achieving its vision as the world-class regulatory and enforcement agency upholding the right to privacy and data protection while ensuring the free flow of information and commitment to excellence, its workforce joining the Commission should have been given proper orientation as to his/her individual roles and functions, his/her work environment and how he/she will adapt with the organization so that he/she can contribute effectively to the organization's goals and mandate. The HRDD developed an onboarding program wherein all newly hired personnel are briefed about NPC, its structure and functions, its policies and other necessary information a newly hired must be familiar with. Part of the onboarding program is the donning of pin and oath of office of newly hired specifically during NPC's Flag Raising Ceremony.

An on-boarding process will initiate employee engagement and will ensure the employee engages with other NPC employees from day one on the job.

It is critical to the success of a new employee and the organization. On-boarding is a collaborative process that includes number of Office/Divisions with specific onboarding responsibilities.

II. OBJECTIVES

To procure NPC Service Pin for newly hired personnel to be given during the assumption to office as part of the onboarding program of HRDD.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

A. Technical Specifications

The items shall be in an individual box with the following descriptions:

1. Collar pins, customized with NPC and PH Flag logo
2. Shape is custom, hard enamel
3. Size is as shown in the photo
4. Must have individual packaging
5. **1 lot**, offer must not below **150 pcs**



B. Documentary Requirement

The Supplier must have PHILGEPS registration and must have other related documents as may be required by BAC

IV. DELIVERY AND SCHEDULE OF PAYMENT

1. Sample product must be presented within 10 working days after the signing of Purchase Order/Contract/Work Order
2. Full delivery within 15 working days upon approval of the sample/proof
3. The NPC-HRDD shall process the payment upon receipt of the following documents submitted by the supplier:
 - Statement of Account/Invoice/Billing
 - Delivery Receipt
4. All payments shall be subject to existing budget, accounting and auditing rules and regulations.

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

Approved budget for the procurement of NPC Service Pin is Php 30,000.00 inclusive of all applicable taxes.

Charged to FY 2021 Budget under APP Item No. 2021-0135 with Small Value as the mode of procurement.

Prepared by:

 Digitally signed
by Santos
Rosaly Balsote
ROSALY B. SANTOS
Chief, HRDD

Recommending Approval by:

 Digitally signed
by Satuito
Manuel
Cortabitarte
ATTY. MANUEL C. SATUITO
Director IV, FAO

Approved By:

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