



Republic of the Philippines
NATIONAL PRIVACY COMMISSION



MEMORANDUM (Ref. No. Admin-18-00039)

FOR : Raymund Enriquez Liboro *RL*
Privacy Commissioner and Chairman

THRU : Belma G. Martinez *BGM*
OIC Director, Finance and Administrative Office

Atty. Gilbert V. Santos
OIC Director, Legal and Enforcement Office and
Chairperson, Bids and Awards Committee

FROM : The Chief, Administrative Services Division

SUBJECT : Approval of CY 2018 NPC Annual Procurement Plan (APP)

DATE : 9 February 2018

As required under RA No. 9184 (The Government Procurement Reform Act), attached is the CY 2018 APP of NPC amounting to Php48,735,027.43, which is equivalent to 48.21% of Php101,080,000 total budget of the NPC under its Maintenance and Other Operating Expenses (MOOE).

The consolidated APP covers only those procurable items based on the adjusted version of the Project Procurement Management Plan submitted to us by the Finance, Planning and Management Division last 31 January 2018 only and was further adjusted to conform with the NPC allocated budget for CY 2018.

The NPC CY 2018 APP is categorized by object of expenditures following the directive of the OIC Director, Finance and Administrative Office.

Below is the summary of the CY 2018 APP, the details of which have been presented and discussed during the Bids and Awards Committee meeting held last 5 February 2018. Once approved and signed, RA 9184 requires that a copy be furnished and posted in the GPPB website:

Particulars	Amount
Travelling Expenses (foreign and local)	Php 2,250,000.00
Office Supplies Expenses	2,479,191.43
• APP-CSE Available at PS DBM - Php 1,881,926.48	
• APP-CSE Not available at PS DBM - 597,264.75	
Other Supplies Expenses	3,292,750.00
Training Expenses	400,000.00
Utility Expenses	1,628,750.00
Communication Expenses	300,000.00
Professional Services	9,277,500.00
Repair and Maintenance	125,000.00
Advertising Expenses	470,000.00
Printing and Publication Expenses	5,869,000.00
Representation Expenses	1,300,000.00
Rent/Lease Expenses	10,794,000.00
Subscription Expenses	9,519,336.00
Other MOOE	312,500.00
Contingency	67,000.00
Total	Php 48,735,027.43

Please note that under item 7.3.5 of RA 9184, the APP shall be submitted to the Government Procurement Policy Board on or before the end of January of the budget year, and shall be posted in the Agency website.

For consideration and approval.


MARIA DELIA S. PRESQUITO



National Privacy Commission Annual Procurement Plan for FY 2018

FY 2018

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. TRAVELLING EXPENSES												
2018-001	Local and Foreign Travel Expense	NPC	NP-53.5 Agency-to-Agency					Government of the Philippines	1,800,000.00	1,800,000.00	-	Airline Tickets available at PS-DBM
2018-002	Bus rental expense: 1) Privileges Program for students in Luzon- 100,000 and for PICs and PIPs -150,000 (PIAD) 2) Mid-year Assessment- 100,000 and FY 2019 Strategic Planning- 100,000 (FPMD)	PIAD/FPMD	NP-53.9 - Small Value Procurement					Government of the Philippines	450,000.00	450,000.00	-	In support of the information dissemination
Total									2,250,000.00			
B. OFFICE SUPPLIES EXPENSES												
2018-003	Common-Use Office Supplies Available @ PS-DBM	NPC	NP-53.5 Agency-to-Agency					Government of the Philippines	1,881,926.68	1,881,926.68	-	Presented in Annual Procurement Plan- Common-used Supplies and Equipment FY 2018, Year-round procurement
2018-004	Common-Use Office Supplies Not Available @ PS-DBM	NPC	Shopping					Government of the Philippines	597,264.75	597,264.75	-	
Total									2,479,191.43			
C. OTHER SUPPLIES EXPENSES												
2018-005	Other Supplies Expense: 1) Customized Calendar/ Organizers for DPO- 600,000; Customized Folder- 100,000; Customized ID lanyard- 175,000; Customized Ballpen- 50,000; Customized Fan- 50,000; Customized Keychain- 75,000; Customized Stickers- 30,000; Customized Canvas tote bags- 75,000; Customized powerbanks- 80,000; Business cards of key officials- 8,000; NPC 3D Letters- 50,000; (PIAD) 2) Awards, Tokens(30,000 in 1st half; 20,000 in second half); 50,000 (CMD) 3) Awards and prizes for Privacy Awareness Week- 50,000 (PFC) 4) Self-inking stamp- 6,000; PVC ID and ID Lace (Permanent ID)- 50,000; Participation to CSC Anniversary- 40,000; Tokens Employees Week- 50,000; Tokens Employees Appreciation Day- 80,000 (HRDD) 5) Mid-Year Assessment- 10,000; FY 2019 Strategic Planning- 10,000 (FPMD)	PIAD/ CMD/ PPO/ HRDD/ FPMD	NP-53.9 - Small Value Procurement					Government of the Philippines	1,639,000.00	1,639,000.00	-	For promotional/awareness campaign on the implementation of the National Privacy Act and its IRR

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		Various supplies and materials:								
		1) ISO documentation and training- 100,000; Quality Manual Production- 45,000; NPC Manual Production- 100,000 (PPMID)								
		2) DPO Curriculum Development and Capacity Building Program (10k in Feb, 75k in March, 18,750 in April, 75k in May, 15k in June, 10k in Aug, 10k in Sept and 50k in October)- 263,750; DPO Briefings & Summits (10,000 for February, 20,000 for March, 10,000 for April, 10,000 for May, 20,000 for June 10,000 for July 10,000 for Aug, 20k for Sep, 10k for Oct, 10k for Nov, and 10k for December)- 140,000; NPC Project Management Office (30k per month from April to December)- 270,000; Data Privacy Stakeholders Assembly (15k for Jan, 25k for April 25k for May, 15k for July and 25k October)- 105,000; DPO Council Meetings and Capacity Building(50k for May and 50k for November)- 100,000 (OPC)								
		3) 2017 Data Protection Report- 10,000; Legal Roundtable- 60,000 (CID)		PPMID/ OPC/ CID/ DSTSD/ PIAD/ HRDD	Shopping					
2018-006		4) Training Needs of DPOs Assessed- 50,000; Faculty To Teach The DPO Curriculum- 10,000; Trainings Implementing the DPO Curriculum (25k per month in June, August and October)- 75,000; Compliance Readiness Guidelines- 5,000; Set of Guidelines for 5-Star Compliance Check Program based on the 5 Pillars of Data Privacy Compliance and Accountability- 20,000; Privacy Management Program- 20,000; Technological Report - 20,000; (DSTSD)								
		5) Privacy Awareness Week- 30,000; PAW: PPSST launch campaign in schools- 25,000; DPO Grand Assembly 2- 60,000; PRIV Amovos in Luzon - for Students- 25,000; PRIV Amovos in Visayas - for PIC&KPIPs- 25,000; PRIV Amovos in Mindanao for students- 25,000 (PIAD)								
		6) Development of a Competency-Framework, Job Module and Profiles- 20,000; Development of a Competency-Based Merits System Promotion Plan- 30,000; Development of a Competency- Based Learning and Development arrangement- 20,000 (HRDD)								
		Total							For use of in the holding of trainings, DPO Summits and other NPC Events for CY 2018	
		3,292,750.00								
D. TRAINING EXPENSES										
2018-007	Certified Network Forensics Examiner (CNFE)	CID	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services							
		Total								
		400,000.00							Capability building of NPC Staff	
E. UTILITY EXPENSES										
2018-008	Fuel, oil and lubricants	ASD	NP-53.9 - Small Value Procurement							
		Total								
		1,628,750.00							Year-round procurement of fuel for NPC motor vehicles	
F. COMMUNICATION EXPENSES										
2018-009	Landline Subscription	ASD	Competitive Bidding							
		Total								
		300,000.00							To facilitate internal and external communication with the NPC stakeholders	

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G. PROFESSIONAL SERVICES

<p>2018-010</p> <p>Professional Services: 1) Source code analysis- 400,000; Penetration Testing Service- 200,000 (CMID) 2) DPO Curriculum Development and Capacity Building Program (50k in Feb., 250k in Mar., 37.5k in April, 150k in May, 30k in June, 50k in Aug, 50k in Sept and 50k in October)- 667,500; DPO Briefings & Summits (30k for Feb., 30k for April, 15k for May, 15k for July, 30k for Aug., 15k Oct. and 30k for November)- 165,000; NPC Project Management Office (50k for Feb., 150k for March, 200k for April, 250k for May, 200k monthly from June to December)- 2,050,000; Data Privacy Stakeholders Assembly- 50,000 (OPPC)</p>	<p>CMID/ OPC/ CID/ PIAD/ FAO</p>	<p>NP-53.9 - Small Value Procurement</p>		<p>Government of the Philippines</p>	<p>3,942,500.00</p>	<p>3,942,500.00</p>	<p>-</p>	<p>To engage professional assistance for the installation of source code analysis, penetration testing and other equally major programs/ activities of the NPC</p>
<p>5) Manualization of Procedures of FAO and Consolidation of Manual of Operations and Systems- 180,000 (FAO)</p>								
<p>Professional Services: 1) Engagement of a professional social research firm- 2,500,000 (PIAD) 2) ISO Resource Speaker- 50,000 (FPNMD) 3) Annual Physical Health Exam- 185,000; Mandatory Drug Test : Drug Free Workplace Implementation- 100,000 (HRDD)</p>	<p>PIAD/FPNMD/ HRDD</p>	<p>NP-53.5 Agency-to-Agency</p>		<p>Government of the Philippines</p>	<p>2,835,000.00</p>	<p>2,835,000.00</p>	<p>-</p>	
<p>Professional Services: 1) Market Research Company- Qualitative for Training Needs of DPOs Assessed- 200,000; Market Research Company- Quantitative for Training Needs of DPOs Assessed- 400,000 (DSTSDD) 2) Mental Health : Neuropsychologic Tests for Employees- 900,000; Development of a Competency-Framework, Job Module and Profiles- 160,000; Development of a Competency-Based Merits System Promotion Plan- 160,000; Development of a Competency-Based Learning and Development arrangement- 160,000 (HRDD)</p>	<p>DSTSDD HRDD</p>	<p>NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services</p>		<p>Government of the Philippines</p>	<p>1,500,000.00</p>	<p>1,500,000.00</p>	<p>-</p>	
<p>2018-013</p> <p>Professional Services: Engagement of a consulting firm (for system analysis & design, and development) for Development of AskPriva Chatbot</p>	<p>PIAD</p>	<p>Competitive Bidding</p>		<p>Government of the Philippines</p>	<p>1,000,000.00</p>	<p>1,000,000.00</p>	<p>-</p>	
<p>Total</p>					<p>9,277,500.00</p>			

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H. REPAIRS AND MAINTENANCE

2018-014	Maintenance for Motor Vehicle	ASD	NP-53.9 - Small Value Procurement		Government of the Philippines	125,000.00	125,000.00		To maintain in good running condition the Motor Vehicles of NPC (as needed)
				Total			125,000.00		

I. ADVERTISING EXPENSES

2018-015	Advertising Expenses: Radio Advertisement	PIAD	NP-53.9 - Small Value Procurement		Government of the Philippines	350,000.00	350,000.00		For promotional/awareness campaign on the implementation of the National Privacy Act and its IRR
2018-016	Advertising Expenses: Facebook Page and post boosting for Online advertisement- 80,000; Twitter page and post boosting for Online advertisement- 40,000	PIAD	Direct Contracting		Government of the Philippines	120,000.00	120,000.00		
				Total			470,000.00		

J. PRINTING AND PUBLICATION EXPENSES

2018-017	<p>Printing & Publications:</p> <p>1) Brochures for Public Assistance Operations- 25,000; Stickers for Public Assistance Operations- 7,000; Posters for Public Assistance Operations- 35,000; Data Subject Handbook- 100,000; Privacy Awareness Week- 20,000; PAW: PSSS launch campaign in schools- 20,000; DPO Grand Assembly 2- 20,000; PrivAmoves in Luzon for Students- 20,000; PrivAmoves in Luzon for PIGs & PIPs- 15,000; PrivAmoves in Visayas for PIGs and PIPs- 20,000; PRIVAmoves in Mindanao for Students- 20,000; PRIVAmoves in Mindanao PIGs and PIPs- 20,000; Poster for PIC&PIPs, DPOs and Data Subjects, 4 designs- 350,000; Brochures in 15 designs- 375,000; Citizens charter roll up banner- 15,000; NPC style guide- 50,000; Publication of NPC Issuances (5 issuances x 2 newspaper)- 2,000,000 (PIAD)</p> <p>2) Employee booklet (150 Copies)- 60,000 (HRDD)</p> <p>3) Annual report CY 2017- 100,000; Quality Manual- 200,000; NPC Manual- 200,000 (FPMD)</p> <p>4) Set of Guidelines for 5-Star Compliance Check Program based on the 5 Pillars of Data Privacy Compliance and Accountability- 300,000 (DSTSD)</p> <p>5) Manual of Operations- 75,000; Booklet Design for 2017 Data Protection Report- 30,000; Booklet for 2017 Data Protection Report- 100,000; 2017 Data Protection Report- 15,000 (CID)</p> <p>6) Rules of Procedure on the Mediation Proceedings- 175,000 (LD)</p> <p>7) Rules/ Advisory on Enforcement Actions and Remedies- 200,000 (ED)</p> <p>8) Publications of NPC Circulars and other issuances by the Commission- 1,250,000 (OPC)</p> <p>9) Printing of policies issued- 52,000 (PDD)</p>	PIAD/ HRDD/ FPMD/ DSTSD/ CID/ LD/ ED/ OPC	NP-53.9 - Small Value Procurement		Government of the Philippines	5,869,000.00	5,869,000.00		In support of the core function of NPC which is to educate the public and private sectors on data privacy as mandated under RA 10173 and in compliance with DBM National Budget Circular Nos. 507 dated 31 January 2007 and 507-A dated 12 June 2007 requiring the submission of annual report among others.
				Total					

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K. REPRESENTATION EXPENSES

<p>Representation Expense: 1) Legal Roundtable- 90,000 (CID)</p>				
<p>2) PAV: PSST launch campaign in schools- 70,000; PRIV/Amoves in Luzon for Students- 70,000; PRIV/Amoves in Visayas for students- 70,000; PRIV/Amoves in Mindanao for Students- 70,000; PRIV/Amoves in Mindanao for PIC&PIPs- 90,000</p>				
<p>3) Initial meeting on Quality Manual development- 20,000; Meeting on Quality Manual development- 80,000; Initial meeting on NPC Manual development- 30,000; Meeting on NPC Manual development- 80,000 (FPMD)</p>	<p>CID/ PIAD/ FPMD/ HRDD</p>	<p>NP-53.9 - Small Value Procurement</p>	<p>Government of the Philippines 1,300,000.00</p>	<p>Food/ Meals for holding the NPC major activities/ programs nationwide</p>
<p>4) Development of a Competency-Framework, Job Module and Profiles- 170,000; Development of a Competency-Based Merits System Promotion Plan- 160,000; Development of a Competency-Based Learning and Development arrangement- 120,000 (HRDD)</p>				
<p>Total</p>				<p>1,300,000.00</p>

L. RENT/LEASE EXPENSES

<p>2018-019 Rent/ Lease Expense: Multi-Functional Printer</p>	<p>ASD</p>	<p>NP-53.9 - Small Value Procurement</p>	<p>Government of the Philippines 250,000.00</p>	<p>Rental of one(1) multi-functional printer for a contract of one(1) year</p>
<p>2018-020 Rent/ Lease Expense: DPO Grand Assembly- 2</p>	<p>PIAD</p>	<p>Competitive Bidding</p>	<p>Government of the Philippines 1,170,000.00</p>	

<p>Rent/ Lease Expense: 1) Mid-year Assessment- 300,000; Budget Planning- 300,000; Strategic Planning- 300,000 (FPMD)</p>				
<p>2) DPO Curriculum Development and Capacity Building Program (80k in Feb., 150k in March, 500k in April, 2m in May, 400k in June, 80k in Aug., 80k in Sept. and 350k in October)- 3,640,000; DPO Briefings & Summits (120k for Feb., 150k for March, 120k for April, 120k for May, 150k for June, 120k for July, 120k for Aug., 150k for Sep., 120k for Oct., 120k for Nov. and 120k for December)- 1,410,000; NPC Project Management Office(25k per month from April to December)- 225,000; Data Privacy Stakeholders Assembly(60k for Jan., 80k for April, 450k for May, 60k for July and 80k for October)- 730,000; DPO Council Meetings and Capacity Building(700k for May and 600k for November)- 1,350,000 (OPC)</p>	<p>FPMD/ OPC/ PIAD/ HRDD/ CID/ DSTSD</p>	<p>NP-53.10 Lease of Real Property and Venue</p>	<p>Government of the Philippines 9,624,000.00</p>	<p>Lease of venue for DPO Grand Assembly, Midyear and Year-end Assessment, Strategic Planning and other programs/ activities of the NPC relative to the implementation of Data Privacy as mandated under RA10173 RA10173</p>
<p>3) PAV: PSST launch campaign in schools- 100,000; PRIV/Amoves in Luzon for students- 100,000; PRIV/Amoves in Luzon for PIC&PIPs- 85,000; PRIV/Amoves in Visayas for students; PRIV/Amoves in Visayas for PIC&PIPs- 85,000; PRIV/Amoves in Mindanao for Students- 100,000; PRIV/Amoves in Mindanao for PIC&PIPs- 85,000; Media Relations- 65,000 (PIAD)</p>				
<p>4) Employees Week- 120,000; Employees Appreciation Day- 180,000 (HRDD)</p>				
<p>5) Legal Roundtable- 132,000 (CID)</p>				
<p>6) Training Needs of DPOs Assesed- 100,000; DPO Curriculum (100k on June, August and October)- 300,000; Compliance Readiness Guidelines- 25,000 (DSTSD)</p>				

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M. SUBSCRIPTION EXPENSES

2018-022*	Complaints Tracking system	CID	Competitive Bidding		Government of the Philippines	3,000,000.00	3,000,000.00	-	To handle disputes or problems that an individual is facing.
2018-023	e-SCRA Subscription	CID	Direct Contracting		Government of the Philippines	54,600.00	54,600.00	-	To obtain access to recent decided jurisprudence by the Philippine courts
2018-024	Subscription Expenses: 1) SSL certificates - 100k; SMS API- 800,000 (CMD) 2) Virtual Machine for Technology and Data Security Blogging System- 62,500; Virtual Machine for DPFA Forum Site System- 62,500 (DSTSD) 3) Philippine Jurisprudence Online Access- 60,000 (LD) 4) Subscription Expenses/Reference Books- 2,285,000 (OPC) 5) Cloud hosting- 500,000; DDOs and Security Services- 900,000; Adobe Creative Cloud, Windows- 156,000; Adobe Creative Cloud, Mac- 110,000; Electronic + hard copy subscription on Privacy & Data Protection Journal- 70,000 (PIAD) 6) CD Asia Online- 64,512; Prezi- 9,180 (PPO) 7) Adobe Acrobat Subscription (6 unit bundle) for Technological Report- 10,044 (DSTSD)	CMD/ DSTSD/ LD/ OPC/ PIAD/ PPO/ DSTSD	NP-53.9 - Small Value Procurement		Government of the Philippines	5,289,736.00	5,289,736.00	-	Support of the core function of NIPC which is to educate the public on data privacy as mandated under RA 10173
2018-025	Subscription Expense: 1) Azure credit/ 200k per quarter)- 800,000 (CMD) 2) Azure Credits for Technology and Data Security Blogging System- 187,500; Azure Credits for DPFA Forum Site System- 187,500 (DSTSD)	CMD	NP-53.5 Agency-to-Agency		Government of the Philippines	1,175,000.00	1,175,000.00	-	To connect data and apps in the cloud and on-premise for maximum portability and value with an ABC of 200k per quarter
Total						9,519,336.00			

N. OTHER MOOE

2018-026	Other MOOE: DPO Curriculum Development and Capacity Building Program (10k in Feb., 75k in Mar., 12.5k in April, 50k in May, 10k in June, 10k in Aug, 10k in Sept and 25k in October)- 202,500; DPO Briefings & Summits- 55,000; Data Privacy Stakeholders Assembly- 55,000	OPC	NP-53.9 - Small Value Procurement		Government of the Philippines	312,500.00	312,500.00	-	Support of the core function of NIPC which is to educate the public on data privacy as mandated under RA 10173
Total						312,500.00			

CONTINGENCY FUND as prescribed in IRR-A Section 7.3 of R.A 9184

ASD:jhr/ra1	Government of the Philippines	467,000.00	48,735,027.43	Contingency for the emergency and unexpected purchases of NIPC
Grand Total			48,735,027.43	


Prepared by:
JOEL T. PACTULINGAN JR. (Member), BAC Secretariat

Recommended Approval:


MONALISA G. BAUTISTA
Budget Officer
BAC Member

MARIA DELIA S. PRESQUITO
Chief, ASD
BAC Member

Reviewed by:
JOY M. LAZCANO (Head), BAC Secretariat



MARILOU C. LEBLAN
OIC-Chief, FPMD
BAC Member

ATTY. JANICE G. NADAL
OIC-Chief Legal Division
BAC Member

Disapproved
 Approved
 Disapproved

APPROVED BY:


RAYMUND E. LIBORO
PRIVACY COMMISSIONER and CHAIRMAN

BEIMAG. MARTINEZ
OIC-Director, FAO
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ATTY. GILBERT V. SANCOS
OIC-Director, LEO
BAC Chairperson