



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION (Photo and Video Documentation)**

Date: **25 October 2019**

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure photo and video documentation services.

As such, the provider or supplier of known qualifications is hereby invited to submit their quotations/price proposals not later than **28 October 2019**

The service provider must also submit the following requirements:

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

Please submit your formal proposal duly signed by your representative through email, [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via sealed envelope or the option of the supplier, attention to:

(Sgd.)  
**MARIA DONABELLA TAVORA**  
 BAC Secretariat Head  
 National Privacy Commission  
 (02) 8234-2228 loc. 127

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract	
				Unit Price	Total
			<b>TECHNICAL SPECIFICATIONS</b>		
1	Lot	1	<b>Photo and Video Documentation</b> Title of event: Privacy Compliance Workshop 2019 Date of Event: 13-14 November 2019  <i>Terms of Reference:</i> <b>2-day photo and video documentation in mp4</b> -File copy; source of other outputs; reference <b>30-second to 1-minute highlights video</b> -Post-event communication; for posting in NPC social media accounts <b>2-instructional/ educational 5-minute videos</b> -For posting in NPC social media accounts  Delivery date: Within two (2) weeks after the event	Php250,000.00	Php250,000.00



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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" to each requirement mentioned above.
- IV. Delivery shall be completed within two (2) weeks after the event.
- V. Payment shall be prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes monthly.