



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

**ENGAGEMENT OF SERVICE FOR THE PRINTING OF
PRIVACY TOOLKIT**

17 November 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **service for the printing of Privacy Toolkit**.

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 **4:00 P.M., 20 November 2020**.


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

1. 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; 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
Date: 2020.11.13 20:18:36
+08'00'

Sgd.

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
National Privacy Commission
(02) 8234-2228 loc. 127



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NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 250,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	lot	1	<p><i>NOTE: Please refer to the Terms of Reference for:</i></p> <ol style="list-style-type: none"> 1. Specifications 2. Qualification Requirements 3. Delivery Date 			
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" to each requirement mentioned above.
- IV. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within ten (10) days from its issuance.
- VI. 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.

CONFORME: _____
 (Name of Supplier/Provider/Date)

BY: _____
 (Name/Position/Signature of Representative/Date)



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TERMS OF REFERENCE

I. Project Title

Re-printing of NPC Privacy Toolkit

I. Introduction

The National Privacy Commission (NPC) is a government agency mandated to administer and implement the Data Privacy Act of 2012 (R.A. 10173), and to monitor and ensure compliance of entities that process personal data with the standards set for data protection in government and the private sector. One of the existing mandate of the Commission is to undertake necessary or appropriate efforts to inform and educate the public of data privacy, data protection, and fair information rights. In this connection, the Commission initiated this project to capacitate and assist Personal Information Controller in their journey towards compliance with the requirements of the DPA and taking into account that protection of personal data is very crucial for every Personal Information Controller.

II. Background

DPO ACE is a 2-3 days course that aims to educate and/or capacitate Data Protection Officer (DPO) on steps required to implement DPA compliance in their respective organization. Participants will be provided with detailed insight into the main provisions of DPA as well as practical guidance on what organizations should start in complying with the requirements of the said Act. In this regard, the PHIL DPO Development Program proposes the re-printing of the NPC Privacy Toolkit, 3rd Edition, which comprises part of the DPO ACE Level 1 Training Workbook.

III. Objectives

The re-printing of this material aims to:

- 1) disseminate information materials about the commission and the data privacy;
- 2) serve as the participant's learning workbook for the DPO ACE Level 1 modules and certification exam; and

3) reprint additional copies due to demand from stakeholders requesting for copies from the Commission.

III. Specifications

As part of the PHIL DPO Development Program initiative and other future events and activities of DPO ACE Certification Program, the following item shall be procured for reprinting:

NPC PRIVACY TOOLKIT, 3rd Edition

A. NPC Toolkit (Softcopy of the NPC Privacy toolkit, 3rd Edition, readily available and will be given once awarded to supplier)

No.	Item	Specifications
1 lot	NPC Privacy Toolkit, 3 rd Edition	Total # of pages: 250 (Approx.) Cover page and back page: Colored, C2S 200gsm., matte finish Preliminary pages: 3 pages, Colored, 80gsm. Inside pages: Black text, Colored images, 80gsm book paper or similar to the supplier's available material Size: A4 Binding type: Soft cover binding

B. Qualifications Requirements

- The supplier must have PHILGEPS registration, BIR or Mayor's permit, ITR and Omnibus Sworn Statement
- The supplier must provide a proof copy subject for approval of the Commission
- Must accept 'send bill' payment terms.

IV. Delivery Date

45 Days upon Procurement

V. APPROVED BUDGET FOR THE CONTRACT

ABC = P 250,000.00

Prepared by:



ATTY. VIDA ZORA G. BOCAR

Division Chief, PRD / Project Head, PHIL -DPO Development Program