



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

**PROCUREMENT OF SERVICES FOR THE PRINTING OF ADVOCACY MATERIALS
(NPC PHE BULLETIN)**

15 October 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **publication service for the printing of Advocacy Materials (NPC Bulletin)**.

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., 19 October 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

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



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TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 140,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)								
				Unit Price	Total									
1	pcs	500	<p>A. TECHNICAL SPECIFICATIONS</p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Specifications</th> </tr> </thead> <tbody> <tr> <td>500 pcs.</td> <td> NPC PHE Bulletin Volume 1 Total no. of pages: 127 inner pages per volume Material: C2S 100-150gsm Size: A5 Printing: Offset Printing, back to back, matte finish Cover page: matte finish with lamination Ink: Full color, CMYK Binding: Perfect binding/Smythe sewn binding </td> </tr> <tr> <td>Delivery of proof copy</td> <td>12 calendar days after approval of contract. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.</td> </tr> <tr> <td>Full delivery</td> <td>25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty.</td> </tr> </tbody> </table> <p>B. INSTRUCTIONS TO VENDORS/ VENDORS' QUALIFICATIONS</p>	Quantity	Specifications	500 pcs.	NPC PHE Bulletin Volume 1 Total no. of pages: 127 inner pages per volume Material: C2S 100-150gsm Size: A5 Printing: Offset Printing, back to back, matte finish Cover page: matte finish with lamination Ink: Full color, CMYK Binding: Perfect binding/Smythe sewn binding	Delivery of proof copy	12 calendar days after approval of contract. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.	Full delivery	25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty.			
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			<ul style="list-style-type: none"> The supplier must provide proof copies, subject to the approval of the end-user for production. The supplier must have a minimum three (3) years in operation and produced quality materials for their clients. 			
TOTAL						

Instruction to bidders.

- All prices shall be VAT inclusive.
- All quotations shall be written with the company's letterhead.
- Compliance must be stated by writing "Comply" to each requirement mentioned above.
- Delivery shall be completed within forty-five (45) days from receipt of Purchase Order unless a different date is specified.
- Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- 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)