



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF SUPPLIES/TOKEN FOR EMPLOYEES APPRECIATION DAY

14 December 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **supplies/tokens such as personal hygiene essentials and thank you gift card.**

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., 18 December 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 120,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	pieces	197	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <p>1. Requirements 2. Terms of Service</p>			
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 five (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance.

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

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



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TERMS OF REFERENCE

SUPPLIES/TOKEN FOR EMPLOYEES APPRECIATION DAY

I. Background

Employees Appreciation Day is an annual activity that recognizes and celebrates the achievements and contributions of the employees to the Commission. Each employee regardless of nature of appointment or employment status will receive a token of appreciation for effectively performing their function in an online platform and for successfully completing this year without casualties from the pandemic. This activity will also serve as a Communication tool for the employees to motivate and appreciate one another.

Also, this is in compliance to Civil Service Commission Memorandum Circular No. 01 s. 2001, PRAISE .

II. Requirements:

197 bags* that includes:

- Personal/hygiene essentials
 - antibacterial soap, mouthwash, wipes, etc.
 - body and hand moisturizing lotion
- Thank you gift card that can be exchanged for vitamins, medicines and other health needs amounting to Php 200.

****The bag containing gifts and essentials must be sealed to avoid contamination and readily available to distribute.**

III. Terms of Service

- Send-bill arrangement and all payments shall be subject to existing accounting and auditing rules applicable to NPC.
- Delivery of the goods must be 15 days from receipt of PO

IV. Total Estimated Budget:



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- Php 120,000.00
- V. **Mode of Procurement:**
- **Small Value Procurement**
- VI. **NPC APP FY 2020 Code: 2020-0131**