



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF CY 2021 PLANNER WITH NPC LOGO.**

26 October 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **CY 2021 Planner with NPC Logo**.

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., 30 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](mailto: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: 2020.10.26 10:06:24  
+08'00'

**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 56,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<b>A. TECHNICAL SPECIFICATIONS</b>  1. 12-month weekly Planner (January-December 2021) 2. 6.75" x 7.75" including binding 3. Hard cover with matte finish 4. Debossed NPC logo in the front cover 5. Laminated tabs for each month 6. 120 gsm inner pages 7. 190 pages 8. 1 lot (at least 180 pcs)			
<b>TOTAL</b>						

Instruction to bidders.

- I. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- II. All prices shall be VAT inclusive.
- III. All quotations shall be written with the company's letterhead.
- IV. Items must be delivered three (3) days before the activity date.
- V. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- VI. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VII. Accept send bill arrangement. Processing thereof shall be made once fully delivered, inspected and accepted.

CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
 (Name/Position/Signature of Representative/Date)