



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

**REQUEST FOR QUOTATION
PRINTING OF CUSTOMIZED WALL STICKER/DECAL**

29 January 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure services for PRINTING OF CUSTOMIZED WALL STICKER/DECAL.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **4:00 P.M., 02 February 2021**.

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 with applicable attachments¹; 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, Pasay City

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

¹ **NOTE:** Please use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>) and that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please ensure submission of the necessary attachments:

1. **If sole proprietorship:** duly notarized Special Power of Attorney (for authorized representative)
2. **If partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement and its attachment must specifically state the name of this procurement.



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TECHNICAL SPECIFICATION

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 200,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	job	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <ol style="list-style-type: none"> 1. Specifications 2. Instruction to vendors/qualification 3. Evaluation of goods/services delivered 4. Delivery terms 5. Payment terms 			
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 monthly upon receipt of billing invoice.
- VII. Delivery shall be made at NPC's offices at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, unless a different delivery term is provided in the Technical Specifications.

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

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



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**TERMS OF REFERENCE
FOR THE PROCUREMENT OF CUSTOMIZED WALL STICKERS**

I. BACKGROUND

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection, and fair information rights and responsibilities as stated in the Section 9.c of the Implementing Rules and Regulations of the DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. To fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects.

In this regard, the division proposes to procure customized wall stickers for the office space of the National Privacy Commission.

II. PURPOSE OF THE PROCUREMENT

The purpose of procuring customized wall stickers is to supplement and enhance the design of the NPC office space. These shall help improve visuals and display important office information such as the names of each NPC office/division and other relevant details.

The use of wall stickers is increasingly present in both office and living spaces because of its contemporary feel to interior decoration. In comparison to its more traditional counterparts such as paint, it is low-cost and can be installed (and removed) easily and quickly without the mess or drying time.

These also serve as a physical security measure which helps protect office equipment, devices and documents which may contain personal data of NPC employees and clients.

III. SPECIFICATIONS

QUANTITY: 11 designs

Sticker type	Frosted (for glass wall)
Material	Vinyl (3mm minimum), water-resistant
Adhesive	Back adhesive, removable
Resolution	300 dpi
System/mode	CMYK color printing



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Dimension (of glass panels)	EAST WING
	<p>A. OPC</p> <ul style="list-style-type: none">• Panel 1 – 35 in x 77 in• Panel 2 – 23 in x 77 in• Panel 3 – 45 in x 77 in• Panel 4 – 44 in x 77 in• Panel 5 – 45 in x 77 in• Panel 6 – 44.5 in x 77 in• Panel 7 – 34.5 in x 77 in• Panel 8 – 35 in x 77 in• Panel 9 – 39 in x 77 in• Panel 10 – 38 in x 77 in• Panel 11 – 38 in x 77 in• Panel 12 – 38 in x 77 in• Panel 13 – 38 in x 77 in• Panel 14 – 31 in x 77 in <p>B. DSTSD</p> <ul style="list-style-type: none">• Panel 1 – 14 in x 77 in• Panel 2 – 38.5 in x 77 in• Panel 3 – 38.5 in x 77 in• Panel 4 – 38.5 in x 77 in• Panel 5 – 38.5 in x 77 in• Panel 6 – 38.5 in x 77 in• Panel 7 – 38.5 in x 77 in• Panel 8 – 38.5 in x 77 in• Panel 9 – 37 in x 77 in <p>C. DPCD/AUDITOR</p> <ul style="list-style-type: none">• Panel 1 – 45.5 in x 77 in• Panel 2 – 45 in x 77 in• Panel 3 – 44.5 in x 77 in• Panel 4 – 35 in x 77 in• Panel 5 – 45 in x 77 in• Panel 6 – 45 in x 77 in• Panel 7 – 45 in x 77 in• Panel 8 – 35 in x 77 in• Panel 9 – 35 in x 77 in• Panel 10 – 46 in x 77 in• Panel 11 – 46 in x 77 in• Panel 12 – 46 in x 77 in• Panel 13 – 44 in x 77 in• Panel 14 – 40.5 in x 77 in• Panel 15 – 40.5 in x 77 in• Panel 16 – 41 in x 77 in



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D. HRDD/FPMD

- Panel 1 – 34.5 in x 77 in
- Panel 2 – 35 in x 77 in
- Panel 3 – 38.5 in x 77 in
- Panel 4 – 38.5 in x 77 in
- Panel 5 – 38.5 in x 77 in
- Panel 6 – 38.5 in x 77 in
- Panel 7 – 38.5 in x 77 in
- Panel 8 – 38.5 in x 77 in
- Panel 9 – 38.5 in x 77 in
- Panel 10 – 38.5 in x 77 in
- Panel 11 – 38.5 in x 77 in
- Panel 12 – 38.5 in x 77 in

E. CONFERENCE ROOM

- Panel 1 – 38 in x 77 in
- Panel 2 – 38.5 in x 77 in
- Panel 3 – 38.5 in x 77 in
- Panel 4 – 38.5 in x 77 in
- Panel 5 – 51.5 in x 77 in
- Panel 6 – 9.5 in x 77 in
- Panel 7 – 35 in x 77 in
- Panel 8 – 46 in x 77 in
- Panel 9 – 46 in x 77 in
- Panel 10 – 46 in x 77 in
- Panel 11 – 46 in x 77 in
- Panel 12 – 46 in x 77 in
- Panel 13 – 47 in x 77 in
- Panel 14 – 35 in x 77 in
- Panel 15 – 9.5 in x 77 in
- Panel 16 – 51 in x 77 in
- Panel 17 – 38 in x 77 in
- Panel 18 – 39 in x 77 in
- Panel 19 – 38 in x 77 in
- Panel 20 – 39 in x 77 in

F. BAC

- Panel 1 – 31 in x 77 in
- Panel 2 – 34 in x 77 in
- Panel 3 – 34 in x 77 in
- Panel 4 – 34 in x 77 in

G. HR

- Panel 1 – 43 in x 77 in
- Panel 2 – 43 in x 77 in

H. ATTY. VIDA



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	<ul style="list-style-type: none"> • Panel 1 – 46.5 x 77 in <p>I. PRD/PDD</p> <ul style="list-style-type: none"> • Panel 1 – 45 in x 77 in • Panel 2 – 45.5 in x 77 in • Panel 3 – 45 in x 77 in • Panel 4 – 48 in x 77 in • Panel 5 – 9.5 in x 77 in • Panel 6 – 35 in x 77 in • Panel 7 – 28 in x 77 in • Panel 8 – 38 in x 77 in <p>J. DSTSD</p> <ul style="list-style-type: none"> • Panel 1 – 46.5 in x 77 in • Panel 2 – 46 in x 77 in • Panel 3 – 32 in x 77 in • Panel 4 – 46 in x 77 in • Panel 5 – 47 in x 77 in • Panel 6 – 46 in x 77 in • Panel 7 – 46 in x 77 in • Panel 8 – 46 in x 77 in • Panel 9 – 46 in x 77 in • Panel 10 – 46 in x 77 in • Panel 11 – 40.5 in x 77 in • Panel 12 – 35 in x 77 in <p>K. FAO</p> <ul style="list-style-type: none"> • Panel 1 – 38 in x 76 in • Panel 2 – 38 in x 76 in • Panel 3 – 41 in x 76 in • Panel 4 – 9.5 in x 76 in • Panel 5 – 35 in x 76 in • Panel 6 – 36.5 in x 76 in • Panel 7 – 46 in x 76 in • Panel 8 – 46 in x 76 in • Panel 9 – 50 in x 76 in
Design/layout	Colored
Usability	Indoor

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT



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This is classified under “Goods and Services”. The service/goods shall assist the Commission in its visuals and other related important office information, while also serving as an effective physical security measure which helps protect employee and client personal data.

VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is two hundred thousand pesos (P200,000.00) only.

VII. INSTRUCTIONS TO VENDORS/VENDORS’ QUALIFICATIONS

- Supplier must previously have a similar transaction with any government agency
- Must accept “send bill” payment terms

VIII. EVALUATION OF GOODS/SERVICES DELIVERED

The evaluation of the service will be done through End-User acceptance and shall follow the specified payment terms indicated in Section X of this document.

IX. DELIVERY TERMS

Delivery of sample material	12 calendar days after approval of contract/Notice to Proceed/Purchase Order. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.
Full delivery	30 calendar days after approval of the sample material. If the 30th day falls on a weekend or holiday, delivery must be on the next working day without penalty.

X. PAYMENT TERMS

Payment shall be made upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee upon verification that the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered, which have been duly inspected and accepted.