



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

**ENGAGEMENT OF SERVICE FOR THE CONDUCT
OF PROJECT MANAGEMENT TRAINING**

26 October 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **service for the conduct of Project Management Training**.

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 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

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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 300,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<p>I. TECHNICAL REQUIREMENTS</p> <p>This training shall meet the following requirements:</p> <p>a. Training Title: Project Management Training</p> <p>b. Venue: Video Conference</p> <p>c. Duration/No. of Hours: 5-6 November 2020 (16 hours)</p> <p>d. Number of Pax: 32</p> <p>e. Training Module shall include:</p> <ul style="list-style-type: none"> • Introduction to Project Management • Project Planning • Project Management Implementation • Project Monitoring • Project Leadership • Project Closing <p>f. Training Materials and Certificates will be provided to the participants</p> <p>g. Submission of Post Training Report seven (7) days after completion of the Training</p>			
TOTAL						

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.



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- 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. The NPC shall be made through a Send-Bill Arrangement upon acceptance of the Post Training Report and issuance of the Certification of Completion and Acceptance.

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

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