



Republic of the Philippines  
Department of Information and Communications Technology  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION  
SUPPLY AND DELIVERY OF DAILY NEWSPAPER**

29 April 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure services for **SUPPLY AND DELIVERY OF DAILY NEWSPAPER**.

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., 5 May 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<sup>1</sup>;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments<sup>2</sup>; and
4. Manifestation of compliance<sup>3</sup> to the attached technical specification signed by your authorized representative.

As skeletal workforce is being enforced at the moment due to the pandemic, please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph).

**ATTY. ANNA BENJIELINE R. PUZON**  
BAC Secretariat Head

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<sup>1</sup> If latest Mayor's Permit is expired, kindly submit as well the Official Receipt of renewal application pursuant to GPPB Resolution N0. 09-2020.

<sup>2</sup> **NOTE:** Please use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>) and note that the "Jurat" of the sworn statement should contain 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 designating the entity's authorized representative.

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

<sup>3</sup> Please refer to page 2 of this Request for Quotation.



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**TECHNICAL SPECIFICATION**

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 60,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	lot	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <p><b>Supply and Delivery of Daily Newspaper</b></p> <ol style="list-style-type: none"> <li>1. Scope of Services</li> <li>2. Minimum Requirements</li> <li>3. Duration of Engagement</li> <li>4. Terms of Payment</li> </ol>	60,000.00	60,000.00	
<b>TOTAL</b>			60,000.00		

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 and other documentary requirements 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 monthly bill.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.

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

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



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**TERMS OF REFERENCE**  
**SUPPLY AND DELIVERY OF DAILY NEWSPAPER**

As the data privacy watchdog, the National Privacy Commission (NPC) needs to stay informed especially about latest news on data privacy worldwide.

With the advent of the digital age, subscription to digital news platforms is more practical especially with the implementation of Alternative Work Arrangement in alignment with the rules issued by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF).

In support of the NPC mandate, the ASD proposes the procurement of Supply and Delivery of Newspaper for the use of NPC personnel and officials.

**SCOPE OF SERVICES**

Supply and delivery of newspaper digital and hard copy subscriptions to Philippine broadsheets.

Newspaper	Schedule	Hardcopy	Digital Copy
Inquirer	Monday to Sunday	972 pcs* (OPC, PIAD, LEO, PPO, GRU/Lobby)	Annual subscription for 20 devices (1 PC, 2 DPC, 1 ED, 1 HEA, 4 Directors, 11 Division Chiefs)**
Manila Bulletin	Monday to Sunday	243 (OPC)	
Business World	Monday to Friday	282 (OPC)	

\*4 copies per day Mon-Sat (based on target start delivery of 02 May 2021 until 31 December 2021)

\*\* One-time payment for one (1) year subscription

**MINIMUM REQUIREMENTS**

The service provider must be able to submit the following requirements:

1. Mayor's permit issued by the city or municipality where the principal place of business is located
2. PhilGEPS registration Number
3. Notarized Omnibus Sworn Statement



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**DURATION OF ENGAGEMENT**

Supply and delivery of hardcopies shall commence from the signing of Purchase Order until 31 December 2021. Annual subscription of digital copies to commence from the date of issuance of Work Order.

**APPROVED BUDGET FOR THE CONTRACT:**

Sixty- Thousand Pesos only (Php 60,000.00)


**TERMS OF PAYMENT**

Payment shall be processed upon receipt of monthly bill.

Prepared by:

SGD.   
MARIA DONABELLA A. TAVORA  
Supervising Administrative Officer

Approved by:

SGD.   
MARIA DELIA PRESQUITO  
Chief, Administrative Services Division