



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION  
PRINTING OF TARPAULIN/BACKDROP**

16 June 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **PRINTING OF TARPAULIN/BACKDROP**.

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., 23 June 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. Manifestation of compliance<sup>2</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> 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 (Php20,000.00)		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> <p><b>PRINTING OF TARPAULIN/BACKDROP</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Instructions to Vendors/Vendor's Qualifications</li> <li>3. Evaluation Process</li> <li>4. Delivery Terms</li> <li>5. Payment Terms</li> </ol>		20,000.00	
<b>TOTAL</b>				20,000.00	

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. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City. Full delivery date may be beyond June 30, 2021 but not later than 25 days after approval of the proof copy.

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

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



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**TERMS OF REFERENCE  
FOR THE PRINTING OF TARPAULIN/BACK DROP**

**I. BACKGROUND**

As the implementing body of the Data Privacy Act (DPA) of 2012, the National Privacy Commission holds its mandate to administer and implement the law accordingly. This encapsulates information and education on data protection of the public, including their fair information rights and responsibilities stated in the Section 9.c of the Implementing Rules and Regulations of the DPA.

The task of the Public Information and Assistance Division is to support the Commission in disseminating information connecting to the media and public. This includes creating projects and various activities that will provide reach and movement of the public services by the organization.

Considering these, the division wishes to procure printing of tarpaulin/backdrop to be a part of the programs in fulfillment of this role.

**II. PURPOSE OF THE PROCUREMENT**

As a supplementary material for all the upcoming events of the division, the procurement of tarpaulin printing is essential in the overall appearance of programs that will be implemented. The use of the tarpaulin as a background for both physical and virtual events will justify the representation of the NPC visually.

With different platforms of programs that will be implemented for data privacy information dissemination and education, a background to aid these activities will be useful in creating more impact to the public. This will allow the division to maximize its visual platforms for which will attract more participants and engagement.

**III. TECHNICAL SPECIFICATIONS**

Material: Tarpaulin  
Size: 10x8 ft.  
Printing: Full color  
Inclusions: Eyelets on all sides, backdrop stand

**IV. MODE OF PROCUREMENT**

The mode of procurement shall be Small Value Procurement.



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**V. NATURE OF PROCUREMENT**

This procurement is classified as “Goods and Services,” the service/goods shall assist PIAD and the Commission during physical and online events.

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

The source of fund for this procurement is Annual Procurement Plan FY 2021 with Item No. 2021-0112.

The approved budget for the contract is twenty thousand pesos (**Php 20,000.00**) only.

**VII. INSTRUCTIONS TO VENDORS/VENDORS’ QUALIFICATIONS**

- The supplier must previously have the same transaction with any government agency.
- Supplier must be PHILGEPS registered, BIR registered, or provide Business or Mayor’s permit, Omnibus Sworn Statement, and other related documents required by BAC Secretariat.
- The supplier must provide two (2) samples, subject to the approval of the end-user for production.
- Must accept “send bill” payment terms.

**VIII. EVALUATION PROCESS**

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

**IX. DELIVERY TERMS**

Delivery of proof copy shall be 12 days after the approval of contract. If the 12<sup>th</sup> day falls on a weekend or a holiday, delivery must be on the working day without penalty.

Full delivery shall be 25 days after the approval of proof copy. If the 25<sup>th</sup> day falls on a weekend or a holiday, delivery must be on the working day without penalty. Delivery shall be made not later than June 30, 2021.

**X. PAYMENT TERMS**

Payment shall be made upon issuance of certification 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.



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(Sgd)  
ROREN MARIEM CHIN  
Chief, PIAD

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Approved by:

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Head Executive Assistant