

REQUEST FOR QUOTATION

ENGAGEMENT OF TECHNICAL FACILITATOR/S FOR THE CONDUCT OF NPC OPERATIONAL PLANNING FOR FY 2021

26 October 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **Technical Facilitators for the conduct of NPC Operational Planning for FY 2021.**

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

ATTY. KRISHNA AIRA TANA-CAGUIA

BAC Secretariat Head National Privacy Commission (02) 8234-2228 loc. 127



TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 70,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
			I. REQUIRED QUALIFICATIONS, SKILLS, AND COMPETENCIES			
1	lot	1	The technical facilitator/s must meet the following minimum requirements:			
			 At least 5 years of professional work experience and proven track record as technical experts and advisors as project manager and/or coordinator for government entities; 			
			• Certified Quality Management System (ISO 900 :2015) Auditor;			
			• Demonstrated experience and knowledge in the preparation of short- and long-term programs and projects, including planning, design, monitoring, and evaluation.			
			II. RESPONSIBILITIES AND TASKS The technical facilitator/s shall perform the following:			
			• Facilitate the conduct of FY2021 Strategic/Operational Planning. The facilitators will be joining the NPC onsite participants which are streamed online via video teleconferencing platform;			
			Conduct workshop which comprises of the following:			



 Review existing NPC Strategic Framework and objectives in relation to its overall mandate to determine strategic alignment; Identify opportunities for the development of relevant programs and projects of the Commission; Assist participants to identify performance measures of the office aligned to the strategic objectives of NPC; Assist participants in developing strategies to meet the target performance measures; Recommend the most appropriate operational model(s) for any functions recommended to the NPC; Provide documentation report indicating the summary list of FY 2021 Operational Plans. III. OUTPUTS 	
The technical facilitator/s shall deliver the following activities via online platform:	



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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. 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 pay the through a Send-Bill Arrangement upon approval of the draft NPC 2021 Strategic Objectives and Plans and issuance of the Certification of Completion and Acceptance.
- VII. All or any specified part of the documents/records gathered and submitted by the Technical Facilitator/s shall be exclusive property of the National Privacy Commission
- VIII. The technical facilitator/s must sign a Confidentiality and Non-Disclosure Agreement issued by the National Privacy Commission

CONFORME: _	
	(Name of Supplier/Provider/Date)
BY: _	
(Na	ame/Position/Signature of Representative/Date