



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION
PRINTING OF ADVOCACY MATERIALS**

7 July 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PRINTING OF ADVOCACY MATERIALS**.

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., 13 July 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 located¹;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments²; and
4. Manifestation of compliance³ 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.

ATTY. ANNA BENJIELINE R. PUZON
BAC Secretariat Head

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

² **NOTE:** Please use the latest Omnibus Sworn Statement template attached herein 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.

³ Please refer to page 5 of this Request for Quotation.



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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];



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3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;



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- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

TECHNICAL SPECIFICATION



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Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php400,000.00)		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>PRINTING OF ADVOCACY MATERIALS</p> <p>1. Technical Specifications</p> <p>2. Instructions to Vendors/Vendor's Qualifications</p> <p>3. Evaluation Process</p> <p>4. Delivery Terms</p> <p>5. Payment Terms</p>		400,000.00	
TOTAL				400,000.00	

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.

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

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



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**TERMS OF REFERENCE
PRINTING OF ADVOCACY MATERIALS**

I. BACKGROUND

The National Privacy Commission (NPC), in its mandate, regulates protection of data of the public and ensures their knowledge and information of their rights and responsibilities as stated in the Implementing Rules and Regulations of the Data Privacy Act of 2012 (DPA).

As it functions, the Public Information and Assistance Division (PIAD) is responsible in creating content and reaching to channels in information dissemination and raising awareness on data protection in support to the service of the Commission.

For a more effective communication materials, PIAD proposes to have advocacy materials printed for distribution to different channels of stakeholders.

II. PURPOSE OF THE PROCUREMENT

It is evident that there is more needed to be done in spreading awareness on what NPC stands for and how the Commission caters to the people. Through printed advocacy materials, the division seeks to reach out to more sectors and more government agencies in providing them references and guidelines on data protection.

III. TECHNICAL SPECIFICATIONS

Total number of volumes	4
Total number of pages per volume	Volume 1 Number pages: 130 Volume 2 Number of pages: 50 Volume 3 Number of pages: 250
Total number of leaves per volume	Volume 1 Number of leaves: 70 Volume 2 Number of leaves: 30 Volume 3 Number of leaves: 130



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Quantity per volume	500 pcs
Material for cover	C2S 150gsm
Material for inside pages	C2S 100gsm
Size	A5
Printing	Offset printing, back-to-back, matte finish
Cover page	matte finish with lamination
Ink	Full color, CMYK
Binding	Perfect binding/Smythe sewn binding

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Classified as “Services”, the service shall enhance awareness and serve as a tool for brand recognition and other marketing related undertaking by the NPC.

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

Source of Fund: Annual Procurement Plan FY 2021 with Item No. 2021-0114

The approved budget for the contract is four hundred thousand pesos (Php 400,000.00) only.

VII. INSTRUCTIONS TO VENDORS/VENDORS’ QUALIFICATIONS

- The supplier must provide proof copies, subject to the approval of the end-user for production.
- The supplier must have a minimum three (3) years in operation and produced quality materials for their clients.
- Supplier must be PHILGEPS registered, BIR registered, or provide Business/Mayor’s permit, Omnibus Sworn Statement, and other related documents required by BAC Secretariat
- 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 12th 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 25th day falls on a weekend or a holiday, delivery must be on the working day without penalty.

5th Floor, Delegation Bldg., Philippine International Convention Center Complex, Pasay City, Metro Manila, Phils.
URL: <http://privacy.gov.ph> Email Add: info@privacy.gov.ph



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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.

Prepared by: Espejo Ma
Elena Palacio

Digitally signed by
Espejo Ma Elena Palacio
Date: 2021.06.23
10:25:30 +08'00'

(Sgd)
MA. ELENA P. ESPEJO
Advertising Officer II (Copywriter), PIAD

Reviewed by:

Digitally
signed by

ROREN MARIE M. CHIN
Chief, PIAD

Approved by:

(Sgd)
VANDELFT R. IDANAN
Head Executive Assistant