



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

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

9 March 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., 15 March 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;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; 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](mailto: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, Pasay City

**Attention to: ATTY. ANNA BENJIELINE R. PUZON**  
BAC Secretariat Head

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

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<sup>1</sup> **NOTE:** Please use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>) and that the "Jurat" of the sworn statement contains 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 (whichever is applicable)

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



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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> <ol style="list-style-type: none"> <li>1. Scope of Service</li> <li>2. Minimum Requirements</li> <li>3. Duration of Engagement</li> <li>4. Payment Terms</li> </ol>			
<b>TOTAL</b>					

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 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.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, unless a different delivery term is provided in the Technical Specifications.

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 that will aide in policy and decision making, consistent with the requirement of Republic Act No. 10173 (Known as the Data Privacy Act of 2012). Said law mandated the NPC to administer and implement RA 10173 and ensure compliance of the country with international standards set for personal data protection.

With the advent of the digital age, subscription to digital copy news platforms, in addition to hard copy, 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 Administrative Services Division (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	1128 pcs* (OPC, PIAD, LEO, PPO, GRU/Lobby)	Annual subscription for 18 devices (1 PC, 2 DPC, 1 HEA, 3 Directors, 11 Division Chiefs)**
Manila Bulletin	Monday to Sunday	282 (OPC)	
Business World	Monday to Friday	282 (OPC)	

\*4 copies per day Mon-Sat (based on target start delivery of 24 March 2021 until 31 December 2021)

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

- Shall deliver daily the hard copies not later than 9:00 a.m
- Shall ensure submission to ASD of monthly billing statement three (3) days after the last day of every month



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**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

**DURATION OF ENGAGEMENT**

Supply and delivery of hardcopies shall commence from 24 March to 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 ), included in the approved NPC Annual Procurement Plan for CY 2021

**TERMS OF PAYMENT**

Payment shall be processed upon receipt of monthly bill.

Prepared by:

  
**MARIA DONABELLA A. TAVORA**  
Supervising Administrative Officer

Approved by:

  
**MARIA DELIA PRESQUITO**  
Chief, Administrative Services Division  
Date: 10 February 2021



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