



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF SERVICES FOR THE PRINTING OF 2019 COMPENDIUM

11 November 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **printing service for 2019 Compendium**.

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., 16 November 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. Income/Business Tax Return;
4. Notarized Omnibus Sworn Statement; and
5. 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

Digitally signed by Tana-
Caguia Krishna Aira Angeles
Date: 2020.11.09 16:14:52
+08'00'

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
National Privacy Commission
(02) 8234-2228 loc. 127



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 550,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	pcs	3,000	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Specifications 2. Instructions to vendors/vendor/s qualification 3. Evaluation process 4. Payment Terms 			
TOTAL						

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 ten (10) days from its issuance.
- VI. Payment shall be prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

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

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE
FOR THE PROCUREMENT OF PRINTING SERVICES OF THE
2019 NPC COMPENDIUM

I. BACKGROUND

The National Privacy Commission (NPC) is tasked to inform and educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in Section 9.c of the Implementing Rules and Regulations of R.A. 10173 or the Data Privacy Act of 2012. In line with this, the Commission initiated the DPO ACE, a 2-3 days course that aims to educate and/or capacitate Data Protection Officer (DPO) on steps required to implement DPA compliance in their respective organization. Participants will be provided with detailed insight into the main provisions of DPA as well as practical guidance on what organizations should start in complying with the requirements of the said Act.

For 2018, the Commission has published a total of 3 memorandum circulars, 2 advisories, several advisory opinions, and commission-issued orders. These documents were produced in order to address the public's concerns and inquiries towards their compliance with the law and mandates of the Commission. As part of the Commission's way in providing easy access to information the public needs, a collection of these documents is needed to be produced to address this concern. In this regard, the Public Information and Assistance Division (PIAD) and Phil DPO Development Project propose the printing of the 2019 NPC Compendium.

II. PURPOSE OF THE PROCUREMENT

The compendium aims to:

- serve as a source of reference for dedicated Data Protection Officers, industries, privacy advocates, students of privacy and anyone interested in data protection issues and privacy governance
- provide personal information controllers a guidepost towards the aim of protecting personal data privacy
- help personal information controllers and personal information processors uphold citizens' data privacy rights

- disseminate information materials about the Commission's issuances and data privacy
- serve as one of the participant's learning resources for the DPO ACE Level 1 modules.

III. TECHNICAL SPECIFICATIONS

ITEM	SPECIFICATIONS
2019 NPC Compendium	<p>Quantity: 3,000 pcs. Total No. of Pages: 180 (back to back) Size: B5 Inside pages:</p> <ul style="list-style-type: none"> • Black text, 80gsm, book paper • Colored pages <p>Cover pages:</p> <ul style="list-style-type: none"> • Cover material: C2S 220 Lbs. • Printing: Full color • Finish: Matte finish laminated with spot UV varnish on graphics or similar to the supplier's available material <p>Binding: Perfect bind</p> <ul style="list-style-type: none"> • Cover material: C2S 220 Lbs. • Color: Full color <p>Inclusion: Provision of proofing copy</p>
Delivery of proof copy	12 calendar days after approval of contract. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.
Full delivery	25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty.

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Following the procurement guidelines of the "Goods and services".

PIAD/rob

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

Source of Fund: Maintenance and other operating expenses, NPC 2020
Annual Procurement Plan

Approved budget for the contract:

Three hundred thousand pesos only (**Php 300,000.00**) from PIAD

Two hundred fifty thousand pesos only (**Php 250,000.00**) from Phil DPO

TOTAL of Five hundred fifty thousand pesos only (**Php 550,000.00**).

VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

The supplier must provide a proof copy, subject to the approval of end-user before production.

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. PAYMENT TERMS

Payment shall be made upon issuance of Certification of Acceptance 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.

PIAD/rob

Prepared by:

(Sgd.) 
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ITO II, PIAD

Reviewed by:

(Sgd.)
ROREN MARIE M. CHIN
Chief, PIAD

(Sgd.)
ATTY. VIDA ZORA G. BOCAR
Attorney V, Policy Review Division
Project Head, Phil DPO

Recommending approval:

(Sgd.)
VANDELFT R. IDANAN
Head Executive Assistant, OPC

PIAD/rob