



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF SERVICES FOR KABATAANG DIGITAL AD PLACEMENT

27 July 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **service for Kabataang Digital Ad Placement**.


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., 02 August 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the 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. Copy of Income/Business Tax Return;
4. Notarized Omnibus Sworn Statement with applicable attachments¹; 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: 2021.07.27
11:39:39 +08'00'

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

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a 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 (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

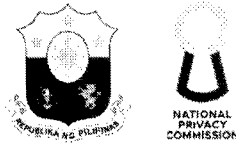
Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 700,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	job	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Specifications 2. Instructions to vendors/vendor's qualifications 3. Evaluation of goods/services delivered 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" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and Income/Business Tax Return and submit the original notarized Omnibus Sworn Statement upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- 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, Work Order, NTP or date of contract unless a different delivery term is provided in the Terms of Reference.

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

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
PUBLIC INFORMATION AND ASSISTANCE DIVISION

TERMS OF REFERENCE

KABATAANG DIGITAL AD PLACEMENT

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.

The Kabataang Digital (KD) Campaign aims to promote safe online environment for the youth. To help in this advocacy, school officials and parents are also encouraged to educate children regarding appropriate digital citizenship, promoting safe choices, and elaborating the implications of the digital environment for children's privacy rights.

To ensure wider audience reach, the Public Information and Assistance Division (PIAD) will be placing the advertisement on national TV through a service provider

II. Objectives

As a result of the TV ad placement, the target audience are expected to:

- Increase awareness on how they can exercise their data privacy rights
- Learn how to discern what an acceptable data collection from PICs and PIPs is
- Identify the types of information that can and cannot be shared online

III. TECHNICAL SPECIFICATIONS

Key Personnel:

Project Manager - should have experience managing projects/producing materials/media buying in the advertising and broadcasting industry of not less than 5 years

Timeline of Activities		
Date	Task/Deliverables	In-charge
September- November 2021	Coordination with TV Station and the Ad Standards Council for the Airing of TV ad	Supplier
	Upload video to NPC YouTube Channel	NPC

1. TV AD PLACEMENTS

Requirements:

- Must prepare documents required for placing an advertisement on TV
- Prepare requirements for submission to Ad Standards Council and other necessary arrangements for the ad placement
- Must arrange the placement of the 30-sec ad on:
 - prime time slots/non-prime time slots
- **Duration:** at least 3 days
- **Time:** Morning/Afternoon/Evening
- **Network:** Major TV network with large audience share

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Classified as “Goods and Services,” the service provider shall deliver adequate external technical and professional expertise in arranging for the TV ad placement.

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

Source of Fund:

Annual Procurement Plan FY 2021 with Item No. 2021-0116

Approved Budget for the Contract:

Seven hundred thousand pesos only (P 700,000.00).

VII. INSTRUCTIONS TO VENDOR/VENDOR’S QUALIFICATIONS

- Should be registered online with the Philippine Government Electronic Procurement System (PhilGEPS) as a legitimate service provider for government requirements.
- Should have managed content production for at least 3 years

- Must be able to execute proposed technical requirements quality provided by contractor
- Must be able to make full arrangements for the placement of TV advertisement
- Supplier must be PHILGEPS registered, BIR registered, or provide Business or Mayor's permit, ITR, Omnibus Sworn Statement, and other related documents required by BAC Secretariat
- Must accept "send bill" payment terms

VIII. EVALUATION OF GOODS/ SERVICES DELIVERED

The evaluation of the service will be done by the end-user upon issuance of certificate of 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 a certificate of full completion and acceptance.

Prepared by:

Espejo Ma Elena
 (Sgd) Palacio
MA. ELENA P. ESPEJO
Advertising Officer II (Copywriter), PIAD

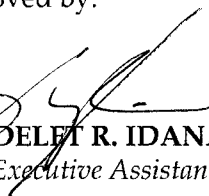
Digitally signed by Espejo Ma Elena Palacio
 Date: 2021.04.08 13:03:46 +08'00'

Reviewed by:

(Sgd) 
ROREN MARIE M. CHIN
Chief, PIAD

Digitally signed by Chin Roren Marie Milan
 Adobe Acrobat version: 2021.004.20145

Approved by:

(Sgd) 
VANDELET R. IDANAN
Head Executive Assistant

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)];

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;
 - 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]