



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF KAPIHAN WITH THE COMMISSIONER (CUSTOMIZED JACKET)

28 November 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **customized jackets for the Kapihan with the Commissioner event.**

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 December 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

 Digitally signed by
Tana-Caguia Krishna
Aira Angeles
Date: 2020.11.28
13:44:53 +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 325,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	job	1	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <ol style="list-style-type: none"> 1. Technical Specifications <ol style="list-style-type: none"> i. Material, style, color, quantity, ii. Order Fulfillment iii. Qualifications Requirements 2. 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 through send bill arrangement upon issuance of the Certification of Completion and Acceptance.

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

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

KAPIHAN JACKET DESIGN



FRONT



BACK

CORPORATE JACKET CONSTRUCTION: Spread collar, Zipper placket, Exterior zipper pockets,
Exterior: 100% polyester Lining: 100% polyester

KAPIHAN JACKET DESIGN WITH PIAD LOGO



FRONT



BACK

CORPORATE JACKET CONSTRUCTION: Spread collar, Zipper placket, Exterior zipper pockets,
Exterior: 100% polyester Lining: 100% polyester

KAPIHAN JACKET DESIGN



JACKET COLOR

FRONT LOGO

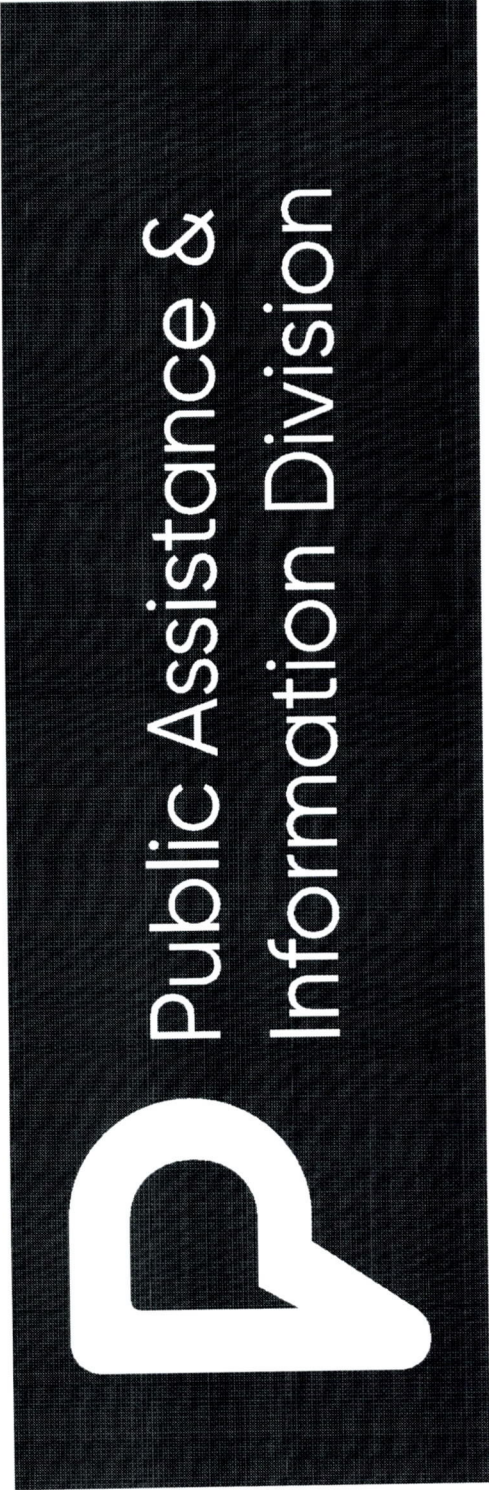


BACK LOGO

S	M	L	XL	2XL	3XL
23	24	25	27	29	31
20	22	24	26	28	30
22	23	23	24	25	26

SIZE CHART

PIAD LOGO





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

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF KAPIHAN WITH THE COMMISSIONER
(CUSTOMIZED JACKET)**

I. BACKGROUND

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection and fair information rights and responsibilities as stated in the Section 9.c of the Implementing Rules and Regulations of DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. In order to fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects.

High public awareness is among the outcomes achieved by the NPC thru the conduct of various high-profile public events and activities, in line with its philosophy of stakeholder engagement. It could not have been achieved, however, without the strategic support provided by external news organizations, which willingly trained the spotlight on the NPC and helped make popular its mandate.

As part of PIAD's news and media monitoring function, the division aims to create a prime venue, specifically Kapihan-type press conferences, for the discussion of latest and most pressing issues on data privacy in the Philippines and reinforce the NPC's thought leadership.

II. OBJECTIVE

Consistent with what was stated above, PIAD's objective is to procure a customized jacket for the conduct of Kapihan, where the NPC shall act as host, gathering together key government executives, captains of industry, and civil society leaders to discuss topics related to data privacy, especially those with broad public appeal.

Providing a customized jacket is a way to solidify the connection between attendees and the NPC as Kapihan organizers. A customized jacket allows attendees to support Kapihan. Likewise, is also a marketing strategy whenever the individuals wear the customized jacket bearing the logo of the Commission and the project.

III. TECHNICAL SPECIFICATIONS

Material	Polyester; water and wind resistant
Style	Reversible windbreaker/parka jacket
Color	<i>See color hex indicated in the design</i>
Quantity	300 pcs.
	Breakdown:
	Extra Small - 25 pcs.; Small - 50 pcs.; Medium - 100 pcs. ; Large - 100 pcs. ; Extra Large - 25 pcs. <i>*Still subject to change upon submission of sample sizes</i>
	<ul style="list-style-type: none"> • Front long sturdy zipper pull with at least 1.5 inch of thick string/fabric attached to it • With pockets; casual loose fit
	<ul style="list-style-type: none"> • Embroidery logo embedded in the jacket on both sides (front and back; inner and outer) <p>283 pcs. - with Kapihan (in front) and National Privacy Commission (NPC) embroideries</p> <p>17 pcs. - with Kapihan (in front) and NPC - Public Information and Assistance Division (PIAD) (back) embroideries (sizes will be provided after the submission of the samples)</p>
<i>Please see attached layout/design for reference.</i>	

B. Order Fulfillment

Address	National Privacy Commission 5 th Floor, Delegation Building, Philippine Convention Center, Pasay City
Submission of Sample	Ten (10) calendar days after approval of contract. If the 10 th day falls on a weekend or holiday, delivery must be on the next working day without penalty.
Full Delivery	Thirty (30) calendar days after approval of proof copy. If the 30 th day falls on a weekend or holiday, delivery must be on the next working day without penalty

C. Qualifications Requirements

- The supplier must previously have the same transaction with any government agency.
- The supplier must have PHILGEPS registration, BIR, or Mayor's Permit, and other related documents as required by BAC Secretariat.
- The supplier must provide two (2) samples, subject to the approval of the end-user for production.
- Must accept "send bill" payment terms

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Classified as "Goods and Services," the service shall assist PIAD in disseminating presentations for various events, exhibits, and related activities to promote awareness on data privacy.

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

The source of fund is the "Project Procurement Management Plan FY 2020," while the approved budget for the contract is three hundred twenty-five thousand pesos (**Php 325,000.00**) only.

VIII. EVALUATION OF GOODS/SERVICES DELIVERED

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 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:

Noted by:

(Sgd)
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Technical Writer, PIAD

(Sgd)
ROREN MARIE M. CHIN
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Approved by:

(Sgd)
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Head Executive Assistant