



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF OFFICE 365 (E1)**

08 December 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **supply and delivery of Office 365 (E1) subscription.**

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., 14 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](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 Manila 1307

**Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

**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 326,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	licenses	60	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Instructions to Bidders</li> <li>3. Evaluation of Goods Delivered</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 and submit original Omnibus Sworn Statement 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 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 monthly.

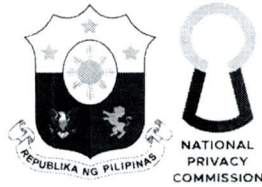
CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
 (Name/Position/Signature of Representative/Date)



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

**SUPPLY & DELIVERY OF OFFICE 365 (E1) SUBSCRIPTION  
FOR THE NATIONAL PRIVACY COMMISSION**



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

**TABLE OF CONTENTS**

<b>SUPPLY &amp; DELIVERY OF OFFICE 365 (E1) SUBSCRIPTION FOR THE NATIONAL PRIVACY COMMISSION .....</b>	<b>1</b>
<b>I. BACKGROUND.....</b>	<b>3</b>
<b>II. PURPOSE.....</b>	<b>3</b>
<b>III. TECHNICAL SPECIFICATIONS .....</b>	<b>3</b>
<b>IV. MODE OF PROCUREMENT .....</b>	<b>4</b>
<b>V. NATURE OF PROCUREMENT .....</b>	<b>4</b>
<b>VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT (ABC) .....</b>	<b>4</b>
<b>VII. INSTRUCTIONS TO BIDDERS .....</b>	<b>4</b>
<b>VIII. EVALUATION PROCESS.....</b>	<b>5</b>
<b>IX. PAYMENT TERMS.....</b>	<b>5</b>

## TERMS OF REFERENCE

### I. BACKGROUND

In the context of the country swiftly going digital, the threat and actual violation to digital privacy are inevitable. Over the past years, a high volume of complaints has been received by the National Privacy Commission (NPC).

“Case Decongestion 2.0 Project” is primarily designed to accelerate the process of investigation and resolution of the large number of complaints, concerning data privacy violation, filed before the NPC. This is in line with the State policy to uphold the rights of data subjects to data privacy by protecting their individual personal information.

It shall be comprised of three (3) major components:

- Hiring of additional case decongestion officers (CDOs)
- Procurement of “Case Management/Monitoring System” and additional email licenses for decongestion officers
- Equipping and videoconferencing-capable hearing rooms.

The project focuses on a more systematic process of resolving cases pending with the Commission in order to expedite the resolution of the same. It envisions the resolution of complaints by the end of the year to aid data subjects whose rights to data privacy have been violated.

### II. PURPOSE

The use of office productivity software is vital in delivering public services through production of day-to-day tasks of personnel which are primarily used for data processing, file sharing, multi-platform and multi-office collaboration, email, instant messaging research, documentation, video conferencing, and other tasks indispensable to the daily operations of the Commission, given in an alternative work arrangement such as telecommuting. The additional sixty (60) licenses is for the decongestion officers.

### III. TECHNICAL SPECIFICATIONS

QUANTITY	TECHNICAL SPECIFICATIONS	REQUIREMENTS
1 LOT	License	Microsoft Office 365 E1
	Item Code	AAA-04151
	Item Description	Office 365 EntE1 User
	Quantity	Sixty (60) users
	Minimum office productivity software inclusions:	Business services such as email, file storage and sharing, online office productivity apps, meetings and IM.

		<p>Other features: Office apps for mobile devices, office apps for the web, Exchange Online Plan 1, Calendar, Teams, Groups, Outlook, Office Delve, OneDrive, Planner, Shifts, Graph, Identity and access management and Share point Online Plan 1.</p> <p>Delivery date: Supply and delivery shall be within seven (7) working days upon receipt of Contract or Purchase Order.</p>
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### **IV. MODE OF PROCUREMENT**

The mode of procurement shall be "Small value procurement".

*\*Please see AttachmentE1.docx for the non-availability of Microsoft Products in DBM-PS*

#### **V. NATURE OF PROCUREMENT**

Classified as "Goods and Services", the office productivity subscription/software shall provide general support services in pursuit of all government undertaking by the Commission.

#### **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 Twenty Six Thousand Pesos Only (P 326,000.00).

#### **VII. INSTRUCTIONS TO BIDDERS**

- Vendors must be a business operating in the Philippines
- Vendors must be PhilGEPS registered
- Vendors must accept send-bill payment term

## VIII. EVALUATION OF GOODS DELIVERED

Evaluation of the subscription will be done through End-User acceptance testing. Testing will be conducted by the System administrator managing the subscription of the Commission.

## IX. PAYMENT TERMS

Payment shall be made when the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered and upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee.

*Prepared by:*

(Sgd)

  
**ROBELYN M. CRUZ**

*Vice Chairperson*

*Interim Management Information System Unit*

*Approved by:*

(Sgd)

**VANDELFT R. IDANAN**

*Head executive assistant*

*Office of the Privacy Commissioner*