



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF PORTABLE DISPLAY SYSTEM

28 November 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **Portable Display System**.

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;
4. Income/ Business Tax Return; 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: 2020.11.28 14:46:25
+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 600,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	lot	2	<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. Materials 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)



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

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF PORTABLE DISPLAY SYSTEM**

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. In this regard, the division proposes to purchase a portable display system to aid in the more efficient execution of these activities.

II. OBJECTIVE

PIAD intends to acquire a portable display system that is a collapsible booth used for events and exhibits. The purpose of acquiring the portable display system is to support the information dissemination campaigns and presentations for various events, exhibits, and related activities to promote awareness on data privacy.

A portable display system will aid PIAD and the NPC achieve a strong and impactful presence during events. When in use, portable display systems attract booth visitors and convey the Commission's message, services, and latest work to its stakeholders.

In addition, a portable display system is highly versatile and easy to transport and assemble.

III. TECHNICAL SPECIFICATIONS

Size: 10' x 10' 8 ft. height

Quantity: 2

Materials:

- Flooring: carpet gray
- Lights: 4 pcs. LED lights
- Chairs: 4 pcs. (high chair)
- Product displays: 4 pcs. (slot walls)

- Backwalls double sided print
- Countertop with sliding door storage
- Storage space
- BIG logo icon

B. Order Fulfillment

Address	National Privacy Commission 5 th Floor, Delegation Building, Philippine Convention Center, Pasay City
Date	Thirty (30) working days upon receipt of Purchase Order/Work Order or Contract, whichever is applicable

C. Qualifications Requirements

- The supplier must previously have the same transaction with any government agency
- 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," this procurement 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 "2019 APP Continuing Appropriation," while the approved budget for the contract is six hundred thousand pesos (**Php 600,000.00**) only.

VIII. EVALUATION OF GOODS/SERVICES DELIVERED

Evaluation 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 as supported by an inspection and acceptance report of the Inspection Committee and submission of complete supporting documents.

Prepared by:

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Noted by:

(Sgd) 
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(Sgd)
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