



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF SERVICES FOR THE PRINTING OF 2019 COMPENDIUM**

19 July 2021

**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., 23 July 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 attachments<sup>1</sup>; 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](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

 Digitally signed by Tana-Caguia Krishna Aira  
Angeles  
Date: 2021.07.19 10:52:17  
+08'00'

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

<sup>1</sup> **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 and its attachment must specifically state the name of this procurement.



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**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"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Instructions to vendors/vendor/s qualification</li> <li>3. Evaluation process</li> <li>4. Payment Terms</li> </ol> </li> </ul>			
<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 Income/Business Tax Return 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 through send bill arrangement upon issuance of the Certification of Completion and Acceptance.
- 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, unless a different delivery term is provided in the Technical Specifications.

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

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



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**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><b>Quantity:</b> 3,000 pcs.  <b>Total No. of Leaves:</b> 180 excluding cover  <b>Total No. of Pages:</b> 360</p> <p><b>Size:</b> B5  <b>Inside pages:</b></p> <ul style="list-style-type: none"> <li>• Black text, 80gsm, book paper</li> <li>• Colored pages</li> </ul> <p><b>Cover pages:</b></p> <ul style="list-style-type: none"> <li>• Cover material: C2S 220 Lbs.</li> <li>• Printing: Full color</li> <li>• Finish: Matte finish laminated with spot UV varnish on graphics or similar to the supplier's available material</li> </ul> <p><b>Binding:</b> Perfect bind</p> <ul style="list-style-type: none"> <li>• Cover material: C2S 220 Lbs.</li> <li>• Color: Full color</li> </ul> <p><b>Inclusion:</b> 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/dsa

5<sup>th</sup> Floor, Delegation Bldg., Philippine International Convention Center Complex, Pasay City, Metro Manila  
 URL: <http://privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph)

**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/dsa*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*