



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION  
PRINTING OF 2020 COMPENDIUM

16 August 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends the **PRINTING OF 2020 COMPENDIUM (APP 2021-0113)**.

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., 20 August 2021**.


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

1. Copy of the Mayor's or Business 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 with applicable attachments<sup>1</sup>; 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

  
Digitally signed by Tana-Caguia Krishna Aira  
Angeles  
Date: 2021.08.16 14:08:59  
+08'00'

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head  
[bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph)

<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 (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

Ref No.: RFQ-2021-0113

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

## TECHNICAL SPECIFICATION

### PRINTING OF 2020 COMPENDIUM

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 300,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>EVERY</u> <u>item</u> )						
				Unit Price	Total							
1	job	1	<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. Specifications                                     <ol style="list-style-type: none"> <li>a. Technical</li> <li>b. Order Fulfillment (NOTE: The terms of delivery in the TOR have been updated to:   <table border="1" style="width: 100%; margin: 10px 0;"> <thead> <tr> <th style="text-align: center;">From</th> <th style="text-align: center;">To</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">                     Delivery of Proof Copies:                      May 30, 2021                 </td> <td style="padding: 5px;">                     Delivery of Proof Copies:                      12 calendar days after approval of contract. If the 12<sup>th</sup> day falls on a weekend or a holiday, the delivery must be on the next working day without penalty.                 </td> </tr> <tr> <td style="padding: 5px;">                     Full Delivery:                      August 2, 2021                 </td> <td style="padding: 5px;">                     Full Delivery:                      25 calendar days after approval of proof copy. If the 25<sup>th</sup> day falls on a weekend or holiday, delivery must be on the next working day without penalty.                 </td> </tr> </tbody> </table> </li> </ol> </li> </ol> </li> </ul>	From	To	Delivery of Proof Copies: May 30, 2021	Delivery of Proof Copies: 12 calendar days after approval of contract. If the 12 <sup>th</sup> day falls on a weekend or a holiday, the delivery must be on the next working day without penalty.	Full Delivery: August 2, 2021	Full Delivery: 25 calendar days after approval of proof copy. If the 25 <sup>th</sup> day falls on a weekend or holiday, delivery must be on the next working day without penalty.			
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<b>TOTAL</b>												

**Instruction to bidders:**

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.

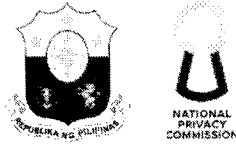
Ref No.: RFQ-2021-0113

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

- 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 or Business Permit and submit the original notarized Omnibus Sworn Statement (with attachments) and signed Quotation 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 from 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  
FOR THE PROCUREMENT OF THE PRINTING OF  
2020 COMPENDIUM**

**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 the 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. To fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects.

In line with this, PIAD proposes the printing of the 2020 NPC Compendium.

**II. PURPOSE OF THE PROCUREMENT**

The NPC 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 (PICs) and Personal Information Processors (PIPs) a guidepost towards the aim of protecting personal data
- and help them uphold citizen's data privacy rights
- disseminate information materials about the Commission's issuances
- serve as a learning resource for participants of various NPC trainings/seminars such as the DPO ACE, DPO Briefing, etc.

**III. SPECIFICATIONS**

**A. Technical**

<b>2020 NPC COMPENDIUM</b>	Quantity: 1500 pcs. Total No. of Leaves: 180 (360 pages) Size: B5  Inside pages: <ul style="list-style-type: none"><li>• Black text, 80gsm, book paper</li><li>• Colored pages</li></ul>
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	<p>Cover pages:</p> <ul style="list-style-type: none"> <li>• Cover material: C2S 220 Lbs.</li> <li>• 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>Binding: Perfect bind</p> <ul style="list-style-type: none"> <li>• Cover material: C2S 220 Lbs.</li> <li>• Full color</li> </ul> <p>*Inclusion: Provision of proofing copy</p>
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**B. Order Fulfillment**

<b>Address</b>	National Privacy Commission 5 <sup>th</sup> Floor, Delegation Building, PICC Complex Pasay City
<b>Delivery of proof copies</b>	May 30, 2021
<b>Full delivery</b>	August 2, 2021

**IV. MODE OF PROCUREMENT**

The mode of procurement shall be Small Value Procurement.

**V. NATURE OF PROCUREMENT**

This follows the procurement guidelines under "Goods and Services".

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

The source of fund is the Annual Procurement Plan FY 2021 with Item No. 2021-0113. The approved budget for the contract is three hundred thousand pesos (P300,000.00) only.

**VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS**

- Supplier must previously have a similar transaction with any government agency
- Supplier must be PHILGEPS registered, BIR registered, or provide Business or Mayor's permit, Omnibus Sworn Statement, and other related documents required by BAC Secretariat
- Supplier must have a minimum of three (3) years in operation and produced quality materials for their clients

- Must accept “send bill” payment terms
- Supplier must provide two (2) proof copies/sample pieces subject to the approval of end-user (NPC) before production

#### **VIII. EVALUATION OF GOODS/SERVICES DELIVERED**

The 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 Inspection and Acceptance Certification by the Inspection and Acceptance Committee upon verification 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.

## 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]*