



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

**ENGAGEMENT OF SERVICE FOR THE
PRINTING OF NPC ANNUAL REPORT FOR CY 2019 IN COLLABORATION WITH FPMD**

20 November 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **service for the printing of NPC Annual Report for CY 2019**.

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 November 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-
Cagua Krishna Aira
Angeles
Date: 2020.11.19 21:45:26
+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 100,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	lot	1	<p><i>NOTE: Please refer to the Terms of Reference for:</i></p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Instructions to Vendors/ Vendor's Qualifications 3. Evaluation Process 4. 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 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)



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TERMS OF REFERENCE
 PRINTING OF NPC ANNUAL REPORT FOR CY 2019 IN COLLABORATION W/
 FPMD

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. As a requirement to all government agencies in the Philippines, the National Privacy Commission shall report its purpose, functions, and activities for the year of 2018-2019. In this regard, Public Information and Assistance Division (PIAD) proposes the printing of the NPC Annual Report 2018-2019.

II. OBJECTIVES

The materials aim to:

- introduce the commission's vision and mission and its mandate
- provide a full report of the commission's activities for the year 2018-2019

III. TECHNICAL SPECIFICATIONS

No.	Item	Specifications
1.	NPC Annual Report	<p><u>2019 NPC Annual Report</u> Qty: 200 pcs. Total no. of pages (back to back): 78-80 inside pages Cover page and back page: Colored print, matte, 300gsm Inside pages: Book paper, 120gsm Size: A4 Binding type: Saddle-stitched binding Printing: Offset printing Page orientation: Portrait</p> <p><u>2018 NPC Annual Report</u> Qty: 50 pcs. Total no. of pages (back to back): 23 pages Cover page and back page: Colored print, matte, 300gsm Inside pages: Book paper, 120gsm Size: A4 Binding type: Saddle-stitched binding Printing: Offset printing Page orientation: Portrait</p>
	Delivery of proof copies	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.
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IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Shall follow the "Goods and Services" procurement guidelines.

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

Source of Fund: Maintenance and other operating expenses, NPC 2020 Annual Procurement Plan

The approved budget for the contract is one hundred thousand pesos (Php 100,000.00) only.

VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

- The supplier must provide proof copies, subject to the approval of the end-user for production.
- The supplier must have a minimum three (3) years in operation and produced quality materials for their clients.
- The supplier must have PHILGEPS registration, Business or Mayor's permit, ITR and Omnibus Sworn Statement.
- Must accept 'send bill' payment terms

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 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:

(Sgd)
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(Sgd)
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Chief, PIAD

Approved by:

(Sgd)

VANDELFT R. IDANAN
Head Executive Assistant