



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

**ENGAGEMENT OF SERVICE FOR THE
PRINTING OF SRANDARD OPERATING PROCESS (SOP) OF ASD**

20 November 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **service for the printing of Standard Operating Process (SOP) of ASD.**

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; and
3. 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: 2020.11.19 21:42:16
+08'00'

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



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NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 40,000.00)		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. Specifications 2. Qualification Requirements 3. Delivery Date 			
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 FOR THE
PRINTING OF STANDARD OPERATING PROCESS (SOP) OF ASD**

Pursuant to the approved organizational structure and staffing pattern of the NPC, the ASD is tasked to, among others, provide policy guidance on the maintenance and disposition of records and procurement and storage of supplies in accordance with government prescribed standards.

Consistent with this mandate, the ASD prepared several policies and duly approved by the Privacy Commissioner for implementation to provide a roadmap for day-to-day operations, ensure compliance with existing laws and regulations, give guidance for decision-making, and facilitate uniform action of internal processes.

From 2017 to date, the ASD has already released twenty-six (26) guidelines. Hence, the printed material aims to provide a consolidated and ready reference book for NPC employees on matters related to the delivery of functions of the ASD ranging from procurement, supplies and property management, records management, treasury services, and general services.

I. SPECIFICATIONS

Item	Specifications
Compilation of Administrative Services Division (ASD) Guidelines	Quantity: 1 lot Number of Booklets: At least 80 Number of Pages: At least 92 pages Size: B5 Inside Pages: Black text, 80 gsm, book paper Cover Pages: <ul style="list-style-type: none"> • Cover Material: C2S 220 Lbs. • Printing: Full color • Finish: Matte finish laminated with spot UV varnish on graphics or similar to the supplier's available material Binding: Perfect Bind <ul style="list-style-type: none"> • Cover material: C2S 220 Lbs. • Color: Full color

	Inclusion: a. Provision of Proof Copy; b. simple layout of the booklet
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II. QUALIFICATION REQUIREMENTS

- a. The supplier must have PHILGEPS registration, BIR or Mayor's Permit, ITR and Omnibus Sworn Statement
- b. The supplier must provide a proof copy, fifteen (15) days after signing of PO, subject for approval of the ASD Chief
- c. Must accept "send bill" payment

III. DELIVERY DATE

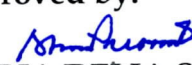
Thirty (30) days upon signing of Purchase Order.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC) - P40,000.00 as provided under the NPC Annual Procurement Plan for CY 2020

Prepared by:


MARIA DONABELLA A. TAVORA
Supervising Administrative Officer

Approved by:


MARIA DELIA S. PRESQUITO
Chief, ASD