



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

ENGAGEMENT OF SERVICE OF TECHNICAL FACILITATORS

07 December 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage services of technical facilitators for the Review and Assessment of its FY 2020 Year-End Performance and FY 2021 Target Indicators.

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., 10 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; 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

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BAC Secretariat Head

National Privacy Commission
(02) 8234-2228 loc. 127

(due to the alternative work arrangement currently in effect, please communicate through the above-mentioned email address for inquiries)



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TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 120,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	lot	1	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <ol style="list-style-type: none"> 1. Required qualifications, skills, and competencies 2. Responsibilities and tasks 3. Outputs (<i>schedule of the event is subject to change</i>) 4. Payment scheme 5. Other conditions 			
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 and submit the original Omnibus Sworn Statement 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.

CONFORME: _____
 (Name of Supplier/Provider/Date)

BY: _____
 (Name/Position/Signature of Representative/Date)



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TERMS OF REFERENCE

HIRING OF TECHNICAL FACILITATOR/S FOR THE VIRTUAL CONDUCT OF REVIEW AND ASSESSMENT OF FY 2020 YEAR-END PERFORMANCE AND FY 2021 TARGET INDICATORS

Three-Day Activity

11, 15 - 18 December 2020

I. BACKGROUND

The National Privacy Commission (NPC), thru its Financial, Planning, and Management Division (FPMD) will conduct **REVIEW AND ASSESSMENT OF THE FY 2020 YEAR-END PERFORMANCE AND FY 2021 TARGET INDICATORS** on 11 December 2020 to assist the Commission in the formulation of annual plans and programs and come up with a more comprehensive FY 2021 Operational Plans/Target Indicators. This activity which consists of assessment of FY 2020 year-end performance of programs implemented per office vis-à-vis FY 2021 target indicators is aimed at providing the participants with a clear picture of their tasks and responsibilities with the goals and objectives contained in the strategic objectives and key result areas of the Commission to achieve adequacy and effectiveness in the delivery of outputs and outcomes. Moreover, this activity will help the Commission strategize to be able to come up with enhanced 2021 target indicators per office with corresponding budget and target time frame, including new proposals in response to the 'new normal'.

Thus, in order to achieve such goals, the NPC, thru FPMD, deems it necessary to hire technical facilitator/s who are skilled and experienced in guiding the Commission through teamwork and strategy in crafting comprehensive plans and programs and determine its strategic direction anchored towards the NPC mandates and the goals of the Philippine Development Plan 2017-2022 and geared towards *AmBisyon Natin 2040* which articulates the Filipino people's collective vision of a *MATATAG, MAGINHAWA, AT PANATAG NA BUHAY PARA SA LAHAT*. As stated by President Rodrigo Duterte during his 2020 State of the Nation Address (SONA) on 27 July 2020 where he highlighted the significance of protecting the citizens in the new normal whilst reminding the world that we are responsible stewards of data, the Commission is fully committed in delivering its mandate as the country's privacy watchdog and its role as the government's arm to ensure the Filipinos remain in full control of their personal information in this digital age.



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The 1st session will be a whole-day plenary activity on 11 December 2020 to be attended by the management, division chiefs, supervisors, focal persons, FPMD finance and planning staff and technical facilitator/s. While the rest of the four (4) half-day sessions from 15 to 18 December 2020 will be attended by FPMD finance and planning team, concerned office directors and division chiefs, together with the technical facilitator/s. This activity will focus on review and evaluation of success indicators with corresponding targets in quality and time vis-à-vis FY 2021 Target Indicators, including activity components with corresponding physical targets, time frame and budget. The technical facilitators will provide coaching and technical assistance in the processing of outputs.

Relative thereto, pursuant to Privacy Commission Order No. 007 or the adoption of alternative work arrangement and mechanisms on the resumption of services during the “*New Normal*” situation due to the threat caused by COVID-19 pandemic, the said activity will be conducted online through video conferencing platform link will be sent to all participants via email. This way NPC can ensure the safety of both the organizers and participants.

II. OBJECTIVES

The objective of the 3-day activity is to undertake a strategic review of the performance and progress of the programs implemented this year and address key aspects for any necessary inputs in the overall design of the FY 2021 Target Indicators of the Commission.

More specifically, the activity aims to achieve the following objectives:

- review of performance of the implementation of FY 2020 programs per office/division;
- review of FY 2021 target indicators that are aligned to the strategic objectives and key result areas (KRAs) of the Commission. Target indicators should be in parallel to existing targets with budget;
- identify critical issues and outline actionable plans toward a common direction for the Commission.

III. REQUIRED QUALIFICATIONS, SKILLS, AND COMPETENCIES

The technical facilitator/s must meet the following minimum requirements:



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- At least 5 years of professional work experience and proven track record as technical experts and advisors as project manager and/or coordinator for government entities;
- Certified Quality Management System (ISO 900 :2015) Auditor;
- Demonstrated experience and knowledge in the preparation of short- and long-term programs and projects, including planning, design, monitoring, and evaluation.

IV. RESPONSIBILITIES AND TASKS

The technical facilitator/s shall perform the following:

- Facilitate the conduct of the **REVIEW AND ASSESSMENT OF THE FY 2020 YEAR-END PERFORMANCE AND FY 2021 TARGET INDICATORS;**
- Conduct workshop which comprises of the following:
 - ✓ Assist in the review and assessment of the 2020 performance of the programs implemented per office;
 - ✓ Assist in identification of critical issues encountered and address such issues with strategies;
 - ✓ Assist participants in developing strategies to meet the target performance measures;
 - ✓ Assist in the review and assessment of FY 2021 target indicators;
 - ✓ Provide documentation report indicating the summary list of FY 2021 Operational Plans crafted from the proposed 2021 target indicators per office.

V. OUTPUTS

The technical facilitator/s shall deliver the following activities via online platform:

<i>NO.</i>	<i>DATE</i>	<i>Activity Title</i>	<i>Activity Description</i>	<i>Target Outputs</i>
<i>1</i>	<i>11 Dec. 2020 Whole day</i>	<i>Plenary Session</i>	<i>This session will focus on the initial review, evaluation, and critiquing of the FY 2020</i>	<i>Crafted 2021 target indicators per office</i>



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		<ul style="list-style-type: none"> • <i>Setting of expectations and objectives of the activity</i> • <i>Presentation of the FY 2020 Performance and FY 2021 Operational Plans per Office</i> • <i>Assessment and Evaluation</i> • <i>Identification of initial FY 2021 target indicators with budget.</i> 	<p><i>performance report vis-à-vis FY 2021 PAPs per office with corresponding time frame and budget.</i></p> <p><i>The technical facilitators will provide coaching and technical assistance during the evaluation.</i></p>	
2	15-18 Dec. 2020 (all half-days)	<p>Technical Sessions with FPMD and concerned office/divisions</p> <ul style="list-style-type: none"> • <i>Review and evaluation of the office/division detailed performance indicators from rank and file, division Chiefs, Directors and NPC vis-à-vis FY 2021 Target Indicators</i> • <i>Alignment of performance indicators to targets</i> • <i>Come up with FY 2021 Target Indicators per office</i> 	<p><i>The 4 half-days activity will focus on in-depth post review and evaluation of success indicators with corresponding targets in quality and time vis-à-vis FY 2021 Target Indicators, including activity components with corresponding physical targets, time frame and budget. The technical facilitators will provide coaching and technical assistance in the processing of outputs and come up with FY 2021 Target Indicators.</i></p>	FY 2021 Target Indicators

VI. PAYMENT SCHEME

The NPC shall pay through a Send-Bill Arrangement upon issuance of the Certification of Completion and Acceptance.

VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Fund for this training shall be sourced from GAS-MOOE under General Appropriations Act FY 2020 (RA 11465), programmed under the FPMD CY 2020 budget.



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The Approved Budget for the Contract (ABC) for this training is One Hundred Twenty Thousand Pesos (**Php 120,000.00**) inclusive of all applicable government taxes and other charges.

VIII. OTHER CONDITIONS

- All or any specified part of the documents/records gathered and submitted by the Technical Facilitator/s shall be exclusive property of the National Privacy Commission.
- The technical facilitator/s must sign a Confidentiality and Non-Disclosure Agreement issued by the National Privacy Commission.

Prepared by the Planning Unit:

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In coordination with:

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OIC-Chief, Financial, Planning, and Management Division

Approved by:

Sgd.
Atty. JOHN HENRY D. NAGA
Deputy Privacy Commissioner
and Concurrent OIC-Director,
Finance and Administrative Office