



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PROCUREMENT OF STOCK PHOTOS, VIDEO, AND AUDIO

13 September 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **STOCK PHOTOS, VIDEO, AND AUDIO (APP 2021-0125)**.


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., 17 September 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. 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

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

Ref No.: RFQ-2021-0125

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION
STOCK PHOTOS, VIDEO, AND AUDIO**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 18,500.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <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:

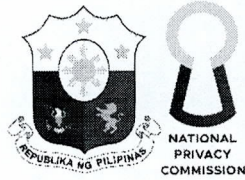
- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit 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)

Ref No.: RFQ-2021-0125

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE
FOR THE PROCUREMENT OF STOCK PHOTOS, VIDEOS, AND AUDIO

I. BACKGROUND

In reference to the Data Privacy Act (DPA) of 2012, the National Privacy Commission was created to implement and administer the rules and regulations of data protection of the public. Part of the Commission's responsibility is to ensure proper education and information dissemination on data privacy and underlying rights of individuals with prohibitions of the DPA.

To further these causes, the Public Information and Assistance Division is given the directive to be the channel of communication in spreading awareness among the public.

II. PURPOSE OF THE PROCUREMENT

The purpose of procuring subscription to stock media content is to supplement and enhance the design of the NPC visual materials. These shall help improve visuals and how videos and publication materials are to be presented.

They will be able to aid communication materials to be more aesthetically pleasing as well as to come across the proper messaging to NPC's content.

III. TECHNICAL SPECIFICATIONS

Subscription to unlimited downloads of:

- Stock Photos, Vectors, & Illustrations
 - 4K Footage
 - After Effects Templates
 - Music, Sound Effects, & Loops
- Standard license included.

Delivery Date: 15 working days from issuance of Notice to Proceed/Purchase Order/Work Order

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Classified as "Goods," the use and subscription to a creative productivity software shall provide general support services to PIAD in pursuit of all government undertaking by the Commission.

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

The source of funds is the Annual Procurement Plan FY 2021 with Item No. 2021-0125.

The approved budget for the contract is eighteen thousand five hundred pesos (Php 18,500.00) only.

VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

The vendor must have PHILGEPS registration and must satisfy documentary requirements prescribed in the 2016 IRR of Republic Act No. 9184.

The vendor must accept 'send bill' payment terms.

VIII. EVALUATION PROCESS

Evaluation of the software and subscription will be done through End-User acceptance testing

IX. PAYMENT TERMS

Payment shall be made upon issuance of certification that the Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of goods delivered, which have been duly inspected and accepted.

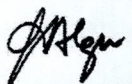
Prepared by:

(sgd) **Adis Kristine Danica Sulit**
Digitally signed by Adis Kristine Danica Sulit
Date: 2021.07.08 11:23:06 +0800
KRISTINE DANICA S. ADIS
Information Officer II, PIAD

Noted by:

(sgd) **ROREN MARIE M. CHIN**
Digitally signed by Chin Roren Marie Milan
ROREN MARIE M. CHIN
Chief, PIAD

Approved by:


Digitally signed by Alzona Ivin Ronald De Mesa
ATTY. IVIN RONALD D.M. ALZONA
Executive Director