



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF DAILY NEWSPAPER

13 September 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **SUPPLY AND DELIVERY OF DAILY NEWSPAPER (APP 2021-0010)**.

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 **5:00 P.M., 17 September 2021**.


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

1. Certified true 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. Notarized Omnibus Sworn Statement with applicable attachments¹; 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-Caguia
Krishna Aira
Angeles

ATTY. KRISHNA AIRA TANA-CAGUIA

BAC Secretariat Head

bacsecretariat@privacy.gov.ph

¹ **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-2021-0010

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

TECHNICAL SPECIFICATION

SUPPLY AND DELIVERY OF DAILY NEWSPAPER

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 60,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>EVERY</u> 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 Requirements/ Specifications 2. Payment and Delivery 	-	-	-
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. Submit the certified true copy and the original, as applicable, of the eligibility requirements together with the signed Quotation and present the original Mayor's or Business Permit 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

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF NEWSPAPER

I. BACKGROUND

As the country’s data privacy watchdog, the National Privacy Commission (NPC) needs to stay informed especially about latest news on data privacy worldwide that will aide in policy and decision making, consistent with the requirements of Republic Act No. 10173 also known as the Data Privacy Act of 2012. Said law mandated the NPC to administer and implement RA 10173 and ensure compliance of the country with international standards set for personal data protection.

II. OBJECTIVES

In support of the NPC mandate, the Administrative Services Division (ASD) proposes the procurement of Supply and Delivery of Newspaper for the use of NPC officials and employees and to ensure that all personnel are informed with facts, statistics and opinions from columnists which may serve as the reference of the Commission in the creation of issuances, and other relevant documents that will benefit the data subjects.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

- Supply and Delivery of Newspaper hard copy subscription to Philippine broadsheets:

Newspaper	Schedule	Hard copy
Inquirer	Monday to Sunday	-7 Copies 1 copy each for: OPC, OED, PIAD, LEO, PPO, FAO and GRU/Lobby
Manila Bulletin	Monday to Sunday	-3 Copies 1 copy each for: OPC, FAO and lobby
Business World	Monday to Friday	-3 Copies 1 copy each for: OPC, FAO and lobby

- The service provider must be able to submit the following requirements:
 1. Mayor's Permit issued by the city or municipality where the principal place of business is located
 2. PhilGEPS registration Number
 3. Notarized Omnibus Sworn Statement

IV. PAYMENT AND DELIVERY

- Supply and Delivery of hard copies shall commence from October 1, 2021 to Feb 28, 2022 (from receipt of Purchase Order)
- Shall deliver the hard copies not later than 9:00AM daily
- Shall ensure submission to ASD of monthly billing statement three (3) days after the last day of every month
- Payment shall be processed upon receipt of monthly bill and issuance of Inspection and Acceptance Report.

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

Sixty Thousand Pesos only (Php60,000.00), included in the approved NPC Annual Procurement Plan CY 2021.

Prepared by:

SGD.
KIMBERLY ANN M. MEDINA
Supervising Administrative Officer, ASD

Noted by:

SGD.
MARILOU C. LEELIAN
OIC-Chief, ASD

Approved by:

SGD.
MANUEL C. SATUITO
Director IV, FAO

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____