



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION  
PRINTING OF CUSTOMIZED WALL STICKER/DECAL

13 September 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to engage services for its **PRINTING OF CUSTOMIZED WALL STICKER/DECAL (APP Item No. 2020-0158)**.


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 attachments<sup>1</sup>; 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](mailto: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: 2021.09.13 15:50:36  
+08'00'

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head  
[bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph)

<sup>1</sup> **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-2020-0158

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION  
PRINTING OF CUSTOMIZED WALL STICKER/DECAL**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 200,000.00)		Compliance (Manifest your compliance by <u>writing</u> <b>"COMPLY" in EVERY item</b> )
				Unit Price	Total	
1	job	1	<ul style="list-style-type: none"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Instructions to Vendors/ Vendors' Qualifications</li> <li>3. Evaluation of Goods /Services Delivered</li> <li>4. Delivery Terms</li> <li>5. Payment Terms</li> </ol> </li> </ul>			- _____ - _____ - _____ - _____ - _____
<b>TOTAL</b>						

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)

Ref No.: RFQ-2020-0158

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TERMS OF REFERENCE  
 FOR THE PRINTING OF CUSTOMIZED WALL STICKERS/DECAL**

**I. BACKGROUND**

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection, and fair information rights and responsibilities as stated in the Section 9.c of the Implementing Rules and Regulations of the DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. To fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects. In this regard, the division proposes to procure customized wall stickers for the office space of the National Privacy Commission.

**II. PURPOSE OF THE PROCUREMENT**

The purpose of procuring customized wall stickers is to supplement and enhance the design of the NPC office space. These shall help improve visuals and display important office information such as the names of each NPC office/division and other relevant details.

The use of wall stickers is increasingly present in both office and living spaces because of its contemporary feel to interior decoration. In comparison to its more traditional counterparts such as paint, it is low-cost and can be installed (and removed) easily and quickly without the mess or drying time.

These also serve as a physical security measure which helps protect office equipment, devices and documents which may contain personal data of NPC employees and clients.

**III. SPECIFICATIONS**

Sticker type	Frosted (for glass wall)
Material	Vinyl (3mm minimum), water-resistant
Adhesive	Back adhesive, removable
Resolution	300 dpi
System/mode	CMYK color printing

<p>Dimension (of glass panels)</p>	<p>WEST WING</p> <p>A. iMISU</p> <ul style="list-style-type: none"> <li>• Panel 1 – 38 in x 76 in</li> <li>• Panel 2 – 38 in x 76 in</li> <li>• Panel 3 – 38 in x 76 in</li> </ul> <p>B. LEO</p> <ul style="list-style-type: none"> <li>• Panel 1 – 51 in x 76 in</li> <li>• Panel 2 – 47 in x 76 in</li> <li>• Panel 3 – 47 in x 76 in</li> <li>• Panel 4 – 35 in x 76 in</li> <li>• Panel 5 – 44 in x 76 in</li> <li>• Panel 6 – 44 in x 76 in</li> <li>• Panel 7 – 44 in x 76 in</li> <li>• Panel 8 – 44 in x 76 in</li> </ul> <p>C. PIAD</p> <ul style="list-style-type: none"> <li>• Panel 1 – 53 in x 76 in</li> <li>• Panel 2 – 35 in x 76 in</li> <li>• Panel 3 – 35 in x 76 in</li> <li>• Panel 4 – 52 in x 76 in</li> <li>• Panel 5 – 45 in x 76 in</li> <li>• Panel 6 – 45 in x 76 in</li> <li>• Panel 7 – 45 in x 76 in</li> </ul> <p>D. CID</p> <ul style="list-style-type: none"> <li>• Panel 1 – 43 in x 76 in</li> <li>• Panel 2 – 43 in x 76 in</li> <li>• Panel 3 – 43 in x 76 in</li> <li>• Panel 4 – 46 in x 76 in</li> <li>• Panel 5 – 35 in x 76 in</li> </ul> <p>E. CID2</p> <ul style="list-style-type: none"> <li>• Panel 1 – 43 in x 76 in</li> <li>• Panel 2 – 43 in x 76 in</li> <li>• Panel 3 – 43 in x 76 in</li> <li>• Panel 4 – 43 in x 76 in</li> <li>• Panel 5 – 43 in x 76 in</li> <li>• Panel 6 – 43 in x 76 in</li> <li>• Panel 7 – 41 in x 76 in</li> </ul> <p>F. CMD</p> <ul style="list-style-type: none"> <li>• Panel 1 – 43 in x 76 in</li> <li>• Panel 2 – 47 in x 76 in</li> <li>• Panel 3 – 47 in x 76 in</li> <li>• Panel 4 – 47 in x 76 in</li> <li>• Panel 5 – 47 in x 76 in</li> <li>• Panel 6 – 47 in x 76 in</li> <li>• Panel 7 – 47 in x 76 in</li> <li>• Panel 8 – 47 in x 76 in</li> </ul> <p>G. CONFERENCE ROOM</p> <ul style="list-style-type: none"> <li>• Panel 1 – 46 in x 76 in</li> <li>• Panel 2 – 47 in x 76 in</li> </ul>
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Reference No.: PIAD-21-00217

NPC\_DIT\_TOR-V1.0, R0.0, 05 May 2021

	<ul style="list-style-type: none"> <li>• Panel 3 – 45 in x 76 in</li> <li>• Panel 4 – 31 in x 76 in</li> <li>• Panel 5 – 41 in x 76 in</li> <li>• Panel 6 – 41 in x 76 in</li> <li>• Panel 7 – 41 in x 76 in</li> <li>• Panel 8 – 35 in x 76 in</li> <li>• Panel 9 – 16 in x 76 in</li> <li>• Panel 10 – 42 in x 76 in</li> <li>• Panel 11 – 42 in x 76 in</li> <li>• Panel 12 – 42 in x 76 in</li> <li>• Panel 13 – 42 in x 76 in</li> </ul> <p>H. CONFERENCE ROOM</p> <ul style="list-style-type: none"> <li>• Panel 1 – 35 in x 83 in</li> <li>• Panel 2 – 35 in x 83 in</li> <li>• Panel 3 – 35 in x 83 in</li> <li>• Panel 4 – 83 in x 35 in</li> </ul> <p>I. DPCJ</p> <ul style="list-style-type: none"> <li>• Panel 1 – 47 ½ in x 76 in</li> <li>• Panel 2 – 47 ½ in x 76 in</li> <li>• Panel 3 – 50 ½ in x 76 in</li> <li>• Panel 4 – 45 in x 76 in</li> <li>• Panel 5 – 35 in x 76 in</li> <li>• Panel 6 – 51 ½ in x 76 in</li> <li>• Panel 7 – 51 ½ in x 76 in</li> </ul>
Design/layout	Colored
Usability	Indoor
Installation	Supplier will install the stickers/decals on the glass panels

#### IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

#### V. NATURE OF PROCUREMENT

This is classified under “Goods and Services”. The service/goods shall assist the Commission in its visuals and other related important office information, while also serving as an effective physical security measure which helps protect employee and client personal data.

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

The approved budget for the contract is two hundred thousand pesos (P200,000.00) only.

#### VII. INSTRUCTIONS TO VENDORS/VENDORS’ QUALIFICATIONS

- Supplier must previously have a similar transaction with any government agency
- Must accept "send bill" payment terms

**VIII. EVALUATION OF GOODS/SERVICES DELIVERED**

The evaluation of the service will be done through End-User acceptance and shall follow the specified payment terms indicated in Section X of this document.

**IX. DELIVERY TERMS**

Delivery of sample material	12 calendar days after approval of contract/Notice to Proceed/Purchase Order. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.
Full delivery	30 calendar days after approval of the sample material. If the 30th day falls on a weekend or holiday, delivery must be on the next working day without penalty.

**X. PAYMENT TERMS**


Payment shall be made upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee upon verification 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:

Acoba Ma Aiza  
 Patricia Gacutan  
 (Sgd.)  
**MA. AIZA PATRICIA G. ACOBA**  
*Information Officer I, PIAD*

Digitally signed by Acoba Ma Aiza Patricia Gacutan  
 Adobe Acrobat version:  
 2021.005.20060

Noted by:

  
 (Sgd.)  
**ROREN MARIE M. CHIN**  
*Chief, PIAD*

Digitally signed by  
 Chin Roren  
 Marie Milan

Approved by:

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

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

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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\_\_\_\_\_