



Republic of the Philippines  
Department of Information and Communications Technology  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION  
PUBLICATION-NPC ADVISORY ON DATA SUBJECT RIGHTS (3 NEWSPAPERS)**

29 April 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **PUBLICATION-NPC ADVISORY ON DATA SUBJECT RIGHTS (3 NEWSPAPERS)**.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **4:00 P.M., 5 MAY 2021**.

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

1. Mayor's Permit/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located<sup>1</sup>;
2. PhilGEPS Registration Number;
3. Manifestation of compliance<sup>2</sup> to the attached technical specification signed by your authorized representative.

As skeletal workforce is being enforced at the moment due to the pandemic, please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph).

**ATTY. ANNA BENJIELINE R. PUZON**  
BAC Secretariat Head  
National Privacy Commission  
(02) 8234-2228 loc. 127

---

<sup>1</sup> If latest Mayor's Permit is expired, kindly submit as well the Official Receipt of renewal application pursuant to GPPB Resolution N0. 09-2020.

<sup>2</sup> Refer to page 2 of this Request for Quotation.



**Republic of the Philippines**  
 Department of Information and Communications Technology  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**

**TECHNICAL SPECIFICATION**

Quantity	Unit	Description/Specifications	Approved Budget of the Contract		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Php 320,000.00 (to be divided among the 3 newspaper publications)		
			Unit Price	Total	
1	LOT	<i>NOTE: Please refer to the attached Terms of Reference for the following:</i>  <b>PUBLICATION-NPC ADVISORY ON DATA SUBJECT RIGHTS (3 NEWSPAPERS)</b>  TECHNICAL SPECIFICATIONS  INSTRUCTIONS TO VENDORS/VENDOR'S QUALIFICATIONS		320,000.00 (to be divided among the 3 newspapers)	
<b>TOTAL</b>				320,000.00	

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 requirements 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.
- VI. Please indicate in the quotation and all other relevant documents the registered name (not trade name) of the publication.

CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
 (Name/Position/Signature of Representative/Date)



Republic of the Philippines  
Department of Information and Communications Technology  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**

**TERMS OF REFERENCE  
PUBLICATION OF NATIONAL PRIVACY COMMISSION  
(NPC) ADVISORY ON DATA SUBJECT RIGHTS  
(3 NEWSPAPERS)**

**I. BACKGROUND**

Section 2 of Republic Act No. 10173 otherwise known as the Data Privacy Act (DPA) of 2012, it is the policy of the State to protect the fundamental human right of privacy of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

Pursuant to Section 7 of the DPA, the NPC is charged with the administration and implementation of the provisions of the law, which includes ensuring compliance with the provisions of the DPA and with international standards for data protection and carrying out efforts to formulate and implement plans and policies that strengthen the protection of personal information in the country, in coordination with other government agencies and the private sector.

Thus, the NPC aims to publicize in three newspapers of general circulation its Advisory on Data Subject Rights. The right to privacy, which includes information privacy, is constitutionally protected, and accorded recognition independent of its identification with liberty, and at the same time, Article II, Section 11 of the Constitution emphasizes that the State values the dignity of every human person and guarantees full respect for human right.

The Data Privacy Act of 2012 (DPA) provides that it is the policy of the State to protect the fundamental human right of privacy of communication while ensuring free flow of information to promote innovation and growth.

**II. OBJECTIVE**

The NPC aims to publicize in three newspapers of general circulation the publications titled:

- NPC Advisory - Data Subject Rights

Through this publication, the Office of the Privacy Commissioner also aims to spread awareness among the public on their rights and interests of the individual about whom personal information is processed.

Reference No.: OPC-21-0147

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

5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1308  
URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No. 8234-2228



Republic of the Philippines  
 Department of Information and Communications Technology  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**

**III. TECHNICAL SPECIFICATIONS**

Publication of NPC Advisory *f* to three (3) newspapers.

A. Technical Specifications

ITEM: NEWSPAPER PUBLICATION

*Three (3) newspapers with the following criteria:*

**Print media:** Newspaper broadsheets

**Section:** Business/Main or Display or Classified Ad Section

**Duration of Publication:** 1 day

**Readership:** Newspapers with widest circulation nationwide

**No. of Pages:** Whole page

**Font Type:** Book Antiqua

**Font Size:** 9 pt. (Note: Necessary adjustments should not be smaller than 6 pt.)

**Print:** The whole-page announcement for the newspaper should be in black and white

Others:

- Complimentary copies must be delivered on the day of publication

Circular	Target date of publication*
NPC Advisory <i>ON f</i> "DATA SUBJECT RIGHTS"	1 <sup>st</sup> week of May 2021

*\* Target dates of publication are still subject to change. The end-user will coordinate to the winning providers of the final publication dates.*

**IV. MODE OF PROCUREMENT**

Negotiated procurement under Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services.

**V. NATURE OF PROCUREMENT**

Classified as "Goods and Services", the publication shall provide general support services in pursuit of all government undertaking by the NPC.

Reference No.: OPC-21-0147

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

5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1308  
 URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No. 8234-2228



Republic of the Philippines  
 Department of Information and Communications Technology  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**

**VI. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT**

The approved Budget for the Contract (ABC) is Three Hundred Twenty Thousand Pesos (P320,000.00) for the three (3) newspaper.

**VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS**

1. Must be a newspaper/broadsheet publication company.
2. Newspaper must have the widest circulation nationwide.
3. Audience profile must belong to working class or professionals.
4. Must accept send bill payment terms.

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

The evaluation of the publication will be done by the end-user upon issuance of certificate of acceptance with a photocopy of published circulars in the actual newspaper.

**IX. PAYMENT TERMS**

The payment shall be made after the circular is published or printed. The end-user must issue a certificate of acceptance that the Good/Services have been published in accordance with the signed contract, schedule and set instructions.

Circular	Payment schedule*
NPC Advisory on "Data Subject Rights"	2nd week of May 2021 after the circular is published

*\* Payment schedule is still subject to change depending on the final schedule of the circulars' publication.*

Prepared by:

  
**DANETTE Z. RICO**  
 Executive Assistant III

Approved by:

  
**VANDELF R. IDANAN**  
 Head Executive Assistant

Reference No.: OPC-21-0147

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

3<sup>rd</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1308  
 URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No: 8234-2228