



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

**REQUEST FOR QUOTATION
TECHNICAL CONSULTANT- WRITER (JUNIOR)**

13 April 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure TECHNICAL CONSULTANT- WRITER (JUNIOR).

As such, providers or suppliers of known qualifications are hereby invited to submit their signed quotations/price proposals not later than **8:00 A.M., 16 April 2021**.

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

1. BIR Certificate of Registration in lieu of Mayor's Permit;
2. Professional License/Curriculum Vitae;
3. PhilGEPS Registration Number;
4. Signed manifestation of compliance to the attached technical specification

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.

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



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TECHNICAL SPECIFICATION

| Quantity | Unit | Description/Specifications | Approved Budget of the Contract (Php 180,000.00) | | Compliance (Manifest your compliance by writing "COMPLY" in every item) |
|--------------|------|--|--|------------|--|
| | | | Unit Price | Total | |
| 1 | lot | <p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <p>Technical Consultant- Writer (Junior)</p> <p>Qualification requirements</p> | 30,000.00 monthly rate x 6 months contract | 180,000.00 | |
| TOTAL | | | 180,000.00 | | |

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- III. Present the original requirements upon the scheduled signing of Notice of Award for inspection.
- IV. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- V. Payment shall be processed monthly upon submission of accomplishment report by the Technical Consultant and acceptance of output by the Office of the Privacy Commissioner (OPC).

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

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



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TERMS OF REFERENCE

**HIRING OF A TECHNICAL CONSULTANT
FOR THE OFFICE OF THE PRIVACY COMMISSIONER (OPC)**

I. Background

One of the main responsibilities of the National Privacy Commission (NPC) is to “publish, on a regular basis, a guide to all laws relating to data protection (RA 10173, Chapter II, Sec. 7(g))” and to ensure proper and speedy information dissemination to the ever-growing number of stakeholders, both local and international. Pursuant to this, NPC shall continue in creating and publishing articles in 2021 on the DPO Journal, an online newsletter for Data Protection Officers (DPOs). Taking away from the articles published in 2020, the DPO Journal shall remain to play a key role in the next phase of the NPC’s roadmap to Privacy Resilience and advocacies in 2021. It serves as the repository for much-needed sector-specific articles, and related information on data privacy for the education of all the stakeholders of NPC as well as that of the global privacy community.

In continuation of publishing monthly articles and to serve as the direct line of communication to local sectors and the international privacy ecosystem, it is therefore necessary, both for the success of the DPO Journal and the maintenance of the highest quality of its operations, to hire a **Technical Consultant** for the OPC (TCO) to write, edit articles, reports, media, and privacy event releases and to assist and provide technical assistance in developing a problem-responsive content publishing process unique to the DPO journal, in a format and style that is easily communicable and engaging for the stakeholders not only locally, but including the interests of the global privacy community.

II. Specifications

A. Job Descriptions

- Assess existing communication processes/initiatives and recommend inputs in the planning, coordination and facilitation of communication initiatives relating to the following Sectors:
 - (i) Telecommunication / ISPs,
 - (ii) Business Process Outsourcing (BPO),
 - (iii) Social Media & Media,
 - (iv) Life Insurance,
 - (v) Non-Life Insurance,
 - (vi) Pharmaceutical,
 - (vii) Non-Bank Financial Institutions, and
 - (viii) Utilities;



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- Write communications pieces mainly concentrating on the sectors abovementioned, including:
 - Press Releases (input from PIAD)
 - NPC Bulletins (input from PIAD)
 - Global Privacy Correspondences
 - Speeches, Lectures, Presentations; and the like
- Provide feedback/suggested content revisions to OPC on the drafts submitted or evaluated by NPC personnel to ensure uniformity of theme and standard utilized in the publication of highly technical materials;
- Assists the OPC in reviewing articles and reports for publication:
- Pitch news stories and editorial concepts specifically targeting media organizations and publications to the Office of the Privacy Commissioner:
- May Report physically to the NPC or upon request of the Head Executive Assistant and/or Privacy Commissioner;
- Within four months after being officially hired as consultant, develop a problem-responsive Communications Publishing Process Plan on managing news stories and editorial concepts to target media organizations and stakeholders;
- Assist the OPC in the preparation of documents for media press conferences:
- Submit a Monthly Accomplishment Report;
- Perform other functions as instructed by the OPC

B. Qualification Requirements

The consultant must have the following:

- Certificate of BIR Registration in lieu of Mayor's Permit;
- Professional License/Curriculum Vitae (Consulting Services);
- Registration with PhilGEPS;
- Bachelor's degree related to legal, journalism, creative writing, or business
- At least 5 years proven writing experience in business, technology or data privacy articles intended for corporate and government executive audiences
- Validated collaboration research experience
- Excellent public speaking skills
- Expert proficiency for English and Tagalog writing
- An established network in the trade, business, investments, and government sectors



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III. Approved Budget for the Contract

The approved Budget for the Contract (ABC) is One Hundred Eighty Thousand Pesos (P180,000.00) for six (6) months, to commence from date of receipt of the Notice To Proceed

The ABC is based on the prevailing salary of junior technical writers which is currently at P30,000.00

IV. Schedule of Payments

Payment shall be made monthly for Thirty Thousand Pesos (P30,000.00) for 6 months contract upon submission of accomplishment report by the Technical Consultant and acceptance of output by the Office of the Privacy Commissioner (OPC).

Prepared by:

Sgd.
DANETTE Z. RICO
Executive Assistant III

Approved by:

Sgd.
VANDELFT R. IDANAN
Head Executive Assistant