



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE
FOR THE PROCUREMENT OF PRINTING SERVICES FOR THE PRODUCTION OF
4 SECTORAL BROCHURES

I. Background

The National Privacy Commission (NPC) is tasked to inform and educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in Section 9.c of the Implementing Rules and Regulations of R.A. 10173 or the Data Privacy Act of 2012. As it is important to educate the public of data privacy to the different industries of both the public and private sector, the Public Information and Assistance Division (PIAD) proposes the printing of the 4 sectoral brochures. Each design of the brochures focuses on a specific sector that will provide stakeholders coming from the industry the necessary information they need relating to data privacy. This information will equip them with the right knowledge in order to comply with the law and mandates of the Commission.

II. Objectives

The materials aim to:

- introduce the commission's vision and mission and its mandate
- to educate the citizens from different industries of both the public and privacy sectors
- to promote and create a culture of privacy among the different industries of the country

III. Specifications

A. Technical Specifications

No.	Item	Specifications
1.	NPC Brochures	Production: 1 job (Total Quantity divided among 4 designs) Total no. of pages per design: Approx. 50-60 ± 10 pages Material: C2S 100-150gsm Size: A5 Printing: Offset Printing, back to back, matte finish Ink: Full color, CMYK

B. Qualifications Requirements

- The supplier must previously have the same transaction with any government agency
- Must accept 'send bill' payment terms

IV. Approved Budget for the Contract

ABC = P 480,000.00

Prepared by:

Katrice Obrero
Creative Arts Specialist

Noted by:

Olivia Khane Raza
OIC, Public Information & Assistance Division

PIAD/kao