



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

SHIRTS AND CAPS

11 March 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **SHIRTS AND CAPS (APP Item No. 2021-0209)**. 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., 16 March 2022**.

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

1. Copy of the Mayor's/Business 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. MA. FRANCES AIRA G. SY
BAC Secretariat Head

Sincerely,

ATTY. MA. FRANCES AIRA G. SY
BAC Secretariat Head
National Privacy Commission

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.

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2021-0209

**TECHNICAL SPECIFICATION
SHIRTS AND CAPS**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 175,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<i>Please refer to the "Terms of Reference" for:</i> 1. <i>Technical Requirements / Specifications</i> 2. <i>Payment and Delivery</i>			_____ _____
TOTAL						

Instruction to bidders (as applicable):

- 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. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation 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-2021-0209

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

**WE MAKE CHANGE WORK FOR WOMEN:
AGENDA NG KABABAIHAN, TUNGO SA KAUNLARAN
2022 National Women's Month Celebration**

**SHIRTS AND CAPS
(APP Item No. 2021-0209)**

I. BACKGROUND

The Philippine government adopted the Magna Carta of Women (MCW) of 2009 or the R.A. 9710 to achieve women's empowerment in the country. The Republic Act 9710 comprises of comprehensive women's human rights law that seeks to eliminate discrimination against women by recognizing, respecting, protecting, fulfilling, and promoting the rights of Filipino women, especially those in the marginalized sectors of the society.

To reinforce and fortify the MCW of 2009 in the National Privacy Commission (NPC), the NPC Gender and Development Focal Point System - Technical Working Group (GADFPS-TWG) shall ensure that the Commission is adhering to the Gender Equality and Women's Empowerment (GEWE) Plan 2019-2015 by prioritizing strategic actions that will significantly contribute to the positive changes in the status and condition of women in the workplace. These strategic actions include conducting GAD-related initiatives such as the National Women's Month Celebration.

In observance of the National Women's Month Celebration for FY 2022 and in accordance with Philippine Commission on Women (PCW) to observe gender mainstreaming and to strengthen the advocacy for women's empowerment in the country, the NPC GADFPS-TWG shall administer GAD-related activities for the whole month of March.

II. OBJECTIVES

Under the theme, *We Make Change Work for Women: Agenda ng Kababaihan, Tungo sa Kaunlaran*, the 2022 Women's Month Celebration aims to address the following objectives:

- to inform and engage women as pioneers and beneficiaries of government programs and services that promote citizen-centric governance and make "change" a conscious effort to know, understand, and provide what ALL citizens need
- to create and facilitate platforms to discuss good practices, gaps, challenges, and commitments in pursuing gender and development (GAD) which strengthens the implementation of the Magna Carta of Women
- to inspire and empower women and girls to be agents of change who contribute in promoting gender equality and the empowerment of all women

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

Color Palette

WHITE	PURPLE	YELLOW	BLUE	RED
RGB (Web) 255-255-255	RGB (Web) 112-48-172	RGB (Web) 252-209-22	RGB (Web) 0-56-168	RGB (Web) 200-17-38
CMYK (Print) C0-M0-Y0-K0	CMYK (Print) C69-M90-Y0-K0	CMYK (Print) C2-M17-Y91-K0	CMYK (Print) C99-M80-Y0-K0	CMYK (Print) C12-M100-Y67-K3
Hex #FFFFFF	Hex #7030A0	Hex #FCD116	Hex #0038A8	Hex #CE1126

A. shirts

Quantity	250 pcs.
Quality	100% cotton <i>Please send us samples of the available fabrics. Thank you.</i>
Item Description	
- Color	- White with purple
- Size	- 2XS, XS, S, M, L, XL, 2XL, 3XL
Printing method	Digital print and print size must be visually clear and readable
Printing color	Please refer to the color palette
Printed design	Kindly consult with the GAD secretariat regarding the design



B. Caps/Hats

Quantity	250 pcs.
Quality	100% cotton <i>Please send us samples of the available fabrics. Thank you.</i>
Item Description - Color	- White
Printing method	Digital print and print size must be visually clear and readable
Printing color	Please refer to the color palette
Printed design	Kindly consult with the GAD secretariat regarding the design



IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Remarks
shirts	250	Within twenty (20) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ PO	Kindly arrange the polo shirts by their sizes.
Caps/Hats	250	Within twenty (20) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ PO	-

Place of Delivery: NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made when the Goods have been delivered in accordance with the signed contract and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

V. MODE AND NATURE OF PROCUREMENT

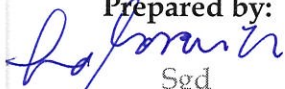
The mode of procurement shall be Alternative Mode through Negotiated Procurement – Small Value Procurement

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

Source of Fund : Gender and Development Program's Budget
- PPMP FY 2022 (Continuing Appropriations - FY 2021)
Annual Procurement Plan (APP Item No. 2021-0209)

Approved Budget for the Contract : ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY (Php 175,00.00) inclusive of all applicable government taxes and other charges.

Prepared by:



Sgd

Hannah T. Anasarias

Administrative Officer I, FPMD and Secretariat, GADFPS-TWG

Noted by:



Sgd

Fionamae Hilda V. Abainza

Administrative Officer IV, FPMD and Secretariat, GADFPS-TWG

Recommending Approval by:



Sgd

Susana O. Abada

Planning Officer III, FPMD and Secretariat, GADFPS-TWG

Approved by:



Atty. Rasiele Rebekah D.L. Rellosa-Saguiguit

Attorney V (Chief), Legal Division and Chairperson, GADFPS-TWG

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_____