



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PAW Tokens

12 April 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PAW Tokens (APP 2022-0120)**. 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., 19 April 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;
4. Income/Business Tax Return; and
5. 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:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

ATTY. MA. FRANCES AIRA 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.

Ref No.: RFQ-2022-0120

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

TECHNICAL SPECIFICATION
PAW Tokens

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 550,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specifications" for: 1. Technical Requirements/Specifications <ul style="list-style-type: none"> a. Items <ul style="list-style-type: none"> - Power Bank - Desk Mat - Laptop Stand b. Vendors Qualifications 2. Payment and Delivery <ul style="list-style-type: none"> a. Proof Copy b. Full Delivery c. Place of Delivery 	-	-	-
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-2022-0120

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

PAW Tokens
(APP Item No. 2022 - 0120)

I. BACKGROUND

The National Privacy Commission (NPC) is tasked to educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in the Data Privacy Act of 2012 and its implementing rules and regulations.

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. The division has been developing, implementing, and organizing various activities, programs, and projects to fulfill these tasks.

By virtue of Proclamation No. 0527 issued by the President of the Philippines on 03 July 2018, the NPC has been leading the national celebration of the Privacy Awareness Week (PAW) in the Philippines every fourth week of May. The goal of NPC in celebrating this event is to impart the importance of protecting privacy and engage the stakeholders with the Commission's programs for broader impact.

Thus, through PIAD, the NPC conceptualized that custom merchandise be available to engage more with the audience, organizers, and staff to help them showcase their support and have them serve as commemorative items. Custom merchandise is also a great way to ensure that privacy remains at the forefront of our stakeholders' minds.

II. OBJECTIVES

The PAW tokens are part of the event's custom merchandise which have served as necessary additions since PAW's very first launch. They support the event's cause and help uplift the spirit and energy of participants in celebrating PAW.

Having customized tokens is a marketing strategy that helps generate awareness about NPC and hype as people using them contribute to the event's publicity. Compared to most traditional marketing tools such as newspaper and TV ads, procuring tokens is more useful, relatively inexpensive, and yields benefits for an extended period.

This 2022, PAW tokens will specifically promote and remind our registered audience of their data subject rights. As they use these items for their daily activities and at work, they will also contribute to spreading awareness about the Data Privacy Act of 2012, their rights, and the NPC.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

A. Items

- **Power Bank**

Power Bank	Specifications
Battery Capacity	20,000mAh
Output	5V / 2 USB Type A
Input	5V / USB Type C
Quantity	340pcs

- **Desk Mat**

Desk Mat	Specifications
Material	Rubber + Cloth
Features	Anti-Slip Rubber Base Absorbent Breathable Washable
Size	30cm X 70cm
Quantity	340pcs

- **Laptop Stand**

Laptop Stand	Specifications
Material	Aluminum
Features	3-in 1 foldable stand that can support cellphone, tablets, and 15" laptop
Quantity	340pcs

B. Vendors Qualifications

1. Supplier must previously have a similar transaction with any government agency;
2. Must accept "send bill" payment terms; and
3. Supplier must be PHILGEPS registered, BIR registered, or provide Mayor's permit, and other related documents required by BAC Secretariat.

IV. PAYMENT AND DELIVERY

Proof copy	Delivery of sample should be made within twelve (12) calendar days upon receipt of layout/designs/materials from the end-user. If the 12th day falls on a weekend or a holiday, delivery must be on the next working day without penalty. Should not be later than 06 May 2022.
Full Delivery	Full delivery should be made within twenty-five (25) calendar days after approval of proof copy. If the 25th day falls on a weekend or a holiday, delivery must be on the next working day without penalty. Should not be later than 20 May 2022.
Place of Delivery	National Privacy Commission, 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.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be: *Small Value Procurement*.

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

Source of Fund : FY 2022 General Appropriations
NPC Annual Procurement Plan FY 2022 (APP Item No. 2022-0120)

Approved Budget for the Contract : Five Hundred Fifty Thousand Pesos Only
(Php 550, 000.00)

Reference No.: PIAD-22-00085

NPC_BAC_TS-G-V1.0, R0.0, 25 January 2022

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila
1307 URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

Prepared by:



SGD.

KENT JOY R. COVITA
Public Relations Assistant, PIAD



Digitally signed
by Adis, Kristine
Danica Sulit

KRISTINE DANICA S. ADIS
Information Officer II, PIAD

Reviewed by:



Digitally
signed by Chin
Roren Marie
Milan

ROREN MARIE M. CHIN
Chief, PIAD

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]

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_____