



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PAW2022 Awards (Plaques)

12 April 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **PAW2022 Awards (Plaques) (APP 2022-0122)**. 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 attachments<sup>1</sup>;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](mailto: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

<sup>1</sup> **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-2022-0122

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION  
PAW2022 Awards (Plaques)**

| Item         | Unit | QTY | Description/Specifications   | Approved Budget of the Contract<br>(Php 150,000.00) |       | Compliance<br>(Manifest your compliance by <u>writing</u> <u>"COMPLY" in every item</u> ) |
|--------------|------|-----|--|---|-------|---|
|              |      |     |  | Unit Price  | Total |   |
| 1            | lot  | 1   | <ul style="list-style-type: none"> <li>• Please refer to the "Technical Specifications" for:               <ol style="list-style-type: none"> <li>1. Technical Requirements/Specifications                   <ol style="list-style-type: none"> <li>a. Item Description                       <ul style="list-style-type: none"> <li>- Award Specification</li> <li>- Plaque Specification</li> </ul> </li> <li>b. Vendors Qualifications</li> </ol> </li> <li>2. Payment and Delivery                   <ol style="list-style-type: none"> <li>a. Proof Copy</li> <li>b. Full Delivery</li> <li>c. Place of Delivery</li> </ol> </li> </ol> </li> </ul> |   |       | _____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____                               |
| <b>TOTAL</b> |      |     |  |   |       |   |

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)

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2022-0122



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

PAW 2022 Awards (plaques)  
(APP Item No. 2022 - 0122)

**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.

Pursuant to Proclamation No. 527 dated 03 July 2018, the National Privacy Commission will be conducting the 5<sup>th</sup> Privacy Awareness Week (PAW 2022). The Privacy Awareness Week is one of the Commission's initiatives in raising awareness among our Filipinos and the Global Audience on the country's current data privacy practices and development.

PAW 2022 will have an Awards Selection committee to aid in conducting competence-related activities. The Awards Selection Committee is the award-giving and competence development body of the Privacy Awareness Week by creating programs applicable to the said event in recognizing Filipino individuals and Filipino organizations who have excelled in Data Privacy and Data Protection.

Moreover, the Commission shall ensure that this event shall be gender-equitable and inclusive. Notes on inclusive language and methods to emphasize the diversity of voices present shall be applied.

**II. OBJECTIVES**

In support of the mandate of the Commission, this procurement's main objective is to be a tool to promote preemptive privacy practices from organizations. This will serve as a token of excellence in their efforts in implementing data protection among individuals.

This will serve as motivation to different entities to participate in the programs and initiatives of the NPC as an element in nation-building through data protection. Through these small gifts of appreciation from the Commission, they will be reminded of the work they have put in to provide the public with the service for their privacy.

The objectives of the PAW 2022 Award are as follows:

1. Establishes criteria for nomination materials;
2. Distinguishes individuals and organizations who have excelled in data privacy and data protection related programs or activities;
3. Evaluates nominations for the awards and presents the accepted nominations to the Chairperson for final selection of the awardees; and
4. Provides recognition to the recipients of the awards.

### III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

#### A. Item Description

##### 1. Award Specification:

| Award  | Number of Winners |
|--|-------------------|
| Privacy Advocate of the Year Award             | 1                 |
| Data Protection Office of the Year Award       | 1                 |
| Privacy Initiative of the Year Award           | 1                 |
| Outstanding Organization for Privacy Practices | 23                |
| Special award                                  | 1                 |
| <b>Total Plaques</b>                           | <b>27</b>         |

##### 2. Plaque Specification:

| Individual Winner   | Organization Winner  |
|---|--|
| Elegant Wood Plaque with Brass or Glass plate<br>Engraved Names of Winners and Award Details Design Customized for individual Awards<br>Portrait A4 Size (8 x 11 inches)<br>Wooden Box Case | Elegant Wall Wood Plaque with Brass or Glass plate<br>Engraved Names of Winners and Award Details<br>Design Customized for Organizational Awards<br>Portrait A4 Size (8 x 11 inches) |

The Name of Winners and Award Details will be submitted by NPC to the suppliers after approval of contract and PO.

#### 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

|                          |  |
|--------------------------|--|
| <b>Proof copy</b>        | 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 6 May 2022. |
| <b>Full Delivery</b>     | 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 and should not be later than 20 May 2022.                           |
| <b>Place of Delivery</b> | 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.

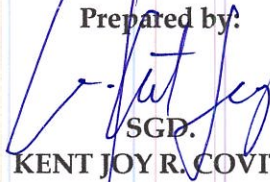
The mode of procurement shall be: *Small Value Procurement*.

#### 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. 2022-0122)

Approved Budget for the Contract : One Hundred Fifty Thousand Pesos Only  
(Php 150, 000.00)

Prepared by:



SGD.

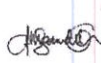
**KENT JOY R. COVITA**  
*Public Relations Assistant*



Digitally  
signed by  
Adis, Kristine  
Danica Sulit

**KRISTINE DANICA S. ADIS**  
*Information Officer II, PIAD*

Reviewed by:



Digitally  
signed by Del  
Castillo Alec  
Jeane Gonzaga

**ALEC JEANE DEL CASTILLO**  
*OIC-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]*

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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\_\_\_\_\_