



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

LEASE OF VENUE WITH AVP SYSTEM RENTAL

6 May 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **LEASE OF VENUE WITH AVP SYSTEM RENTAL (APP 2022-0123)**. 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., 10 May 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<sup>1</sup>;
2. PhilGEPS Registration Number<sup>2</sup>;
3. Income/Business Tax Return of the preceding year<sup>3</sup>; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Evaluation and Selection Criteria: Bid proposals/quotations shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue under Annex H – Appendix B (D) of the 2016 Revised Implementing Rules and Regulations of RA 9184. Only the proposals of service providers/lessors with a weighted average of at least ninety percent (90%) shall be considered as responsive.

Policy considerations in Section IV. (D) (9) of Annex H of the 2016 Revised Implementing Rules and Regulations of RA 9184 provide that it is preferred that government agencies lease publicly-owned real property or venue from other government agencies. If there is an available publicly-owned real property or venue that complies with the requirements of the Procuring Entity, it may enter into a contract of lease with the government-agency owner.

Further, pursuant to Memorandum Circular No. 14 from the Office of the President, dated 14 February 2017, preference shall be given to the facilities of the Philippine International Convention Center (PICC) for this procurement item.

<sup>1</sup> Except for government agencies as lessors, pursuant to Annex H - Appendix A of the 2016 Revised Implementing Rules and Regulations of RA 9184.

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.

Ref No.: RFQ-2022-0129

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

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

**SCOPE OF WORK  
LEASE OF VENUE WITH AVP SYSTEM RENTAL**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 500,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Scope of Work" for:               <ol style="list-style-type: none"> <li>1. Scope of Work                   <ol style="list-style-type: none"> <li>a. Event Venue</li> <li>b. Food</li> <li>c. Events' Video System and Audio Equipment</li> </ol> </li> <li>2. Professional Fees and Terms of Payment</li> <li>3. Confidentiality and Ownership</li> </ol> </li> </ul>			- _____ - _____ - _____ - _____ - _____
<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)

Ref No.: RFQ-2022-0129

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK SERVICE

Lease of Venue with AVP system Rental  
(APP Item No. 2022 - 0123)

I. BACKGROUND

Since 2018, the National Privacy Commission (NPC) has been leading the national celebration of the Privacy Awareness Week (PAW) in the Philippines every fourth week of May – gathering thousands of privacy professionals, advocates, and academic experts to explore the latest developments in the field of data privacy, as well as pertinent innovations, insights, and best practices, in anticipation of emerging challenges and opportunities.

With the success of PAW and our campaigns targeting Personal Information Controllers (PICs) and Personal Information Processors (PIPs), awareness of data privacy and compliance has increased in the business sector. However, to truly achieve a culture of privacy in the Philippines, the same level of awareness should be present in data subjects.

Based on the survey entitled *Quantitative Study on the Public's Awareness, Practices, and Perception with Respect to Data Protection and Privacy Issues*, conducted by the Philippine Survey and Research Center Inc. in 2021, only 25% of Filipinos know about the Data Privacy Act of 2012 (DPA) while 75% was only made aware at the time of the survey. Furthermore, only 10% of Filipinos know about the National Privacy Commission despite being established in 2016.

The survey also concluded that our campaigns on data privacy least penetrated socio-economic classes D and E. At the same time, ABC is already aware of the importance of data privacy and its rights. This result is supported by previous data privacy violations we encountered where middle to low-income classes are the frequent targets and victims of scams, fraud, and other crimes involving the unlawful processing of personal data.

Despite these figures, the public is interested in learning more about the DPA and its vested rights. Hence, we can start utilizing this interest to know more by providing them a venue to learn about data privacy and address their questions.

## II. OBJECTIVES

Given that most of the data subjects are not familiar with data privacy and their rights, the celebration of PAW 2022 will focus on the data subjects as the target audience. Specifically, to:

1. Introduce the National Privacy Commission and the concept of data privacy;
2. Educate data subjects regarding the Data Privacy Act of 2012 and their rights;
3. Introduce industry best practices to both the data subjects and PICs;
4. Emphasize the relevance and importance of data privacy, especially in this digital era; and
5. Encourage them to spread data privacy awareness within their respective community.

## III. SCOPE OF WORK

The NPC requires a venue for the conduct of the Privacy Awareness Week to be held on **25-26 May 2022** at Pasay City. In compliance with the quarantine protocols and ensuring the safety of the organizers and participants, PAW 2022 will be a hybrid event where it will be simultaneously conducted live and via MS Live with an on-site set-up with strict social distancing and consistent with minimum public health standard. We will also accommodate those who cannot access the event via MS Live by streaming the event on NPC's official Facebook page and YouTube Channel. The inclusions for the "Lease of Venue" include:

- A. Event Venue:
- B. Food
- C. Events' Video System and Audio Equipment

Specifically, the inclusions are as follows:

### A. Event Venue

The event venue shall possess world-class facilities and equipment which meet the international standards and is operated by an experience and professional staff who can meet the requirements of sophisticated domestic and foreign clientele. Preference is with publicly owned real property or conference venues from other government agencies as provided in *Memorandum Circular 14 dated 14 February 2017 from the Office of the President of the Philippines*.

The specifications are as follows:

- i. **Capacity:** The venue must accommodate at least 40 guests and 50-60 crew.
- ii. **Location:** Must be located within Metro Manila.
- iii. **Security:** Shall provide and maintain security for building perimeter areas of the and internal patrols for common areas.
- iv. **Internet provision:** can provide bandwidth with at least 100mbps.

- v. **Others:** Sufficient air-conditioning and adequate lighting facilities for 8-hour event.
- vi. Adequate and clean comfort rooms for both male and female guests
- vii. Sign and standees for reference and guidance
- viii. Physical Arrangement/Lay-out Plans
  - 1. Appropriate stage set-up in consistent with the plan that will be provided by the end-user, including:
    - Stage Platform set-up
    - Sofa set for panelist
    - Chairs and tables for audiences, technical booth, and staff
- ix. Must provide registration booth.
- x. Availability of venue on May 25-26, 2022, from 8:00AM- 5:00PM.
- xi. Allows ingress and egress for the set-up.

## B. Food

- i. Provide food for VIPs and Guest Speakers
  - Plated meal for 40 pax to be served for event guests;

### For Lunch

1. One main dish
2. Rice
3. Dessert
4. Soda or iced tea

### For AM/PM Snacks

5. One Pastry
6. Soda or iced tea
7. Continuous coffee service
8. One main dish

Item	Days	No. of Pax
Bento AM Snacks	2	40
Bento Lunch	2	40
Bento PM Snacks	2	40

- Provision of meals to persons with prescribed diet or food restrictions (due to religious and medical reasons) without minimum order requirements;
- AM snacks must be served at 8:00-9:00am, lunch served at 12:00 noon, afternoon snack served at 3:00pm for two days;
- Complete set of dining materials;
- Available waiters

**C. Events' Video System and Audio Equipment**

i. Provide Video and Audio system during the 2-day event

• **Video System**

- 1 set LED Wall (9ft X 12ft ) Place in Center
- 1 unit Data Video 4Channel Video Mixing Board
- 1 Extron Scan Converter
- 1 unit Video Splitter Amplifier
- 1 lot Video Cables, Connectors & Wires
- 1 unit 22" Flat Screen TV Monitor
- 1 set Platform (4ft X 12ft) w/ Skirting
- 2sets Video Camera (for LIVE FEED & Docs)

• **Audio Equipment**

- 4 units VRX 900 Powered Speaker
- 4 units Speaker Stand
- 1 unit Digital Mixer
- 4 units Wireless Microphone
- 1 lot Microphone Stand

• **Lights System**

- 4 units Led Lights
- 8 units Led Par Lights
- 2 units Par Stand w/ Tbar

ii. Provide at least 10 crews that will:

- Manage and ensure fully functioning on-site technical requirements for the 2-day event.
- Coordinate with the NPC technical committee on the delivery of the video system, and Audio equipment. Coordinate and provide debriefs/briefings for the NPC technical committee.
- Act as the technical staff/crew in charge of staging and technical set-up.
- Provide, manage, and execute the ingress/egress and technical dry run of the event to ensure that all technical requirements are met.

**IV. PROFESSIONAL FEES AND TERMS OF PAYMENT**

1. The NPC shall pay a total of Five Hundred Thousand Pesos (Php 500,000.00) for the lease of venue for services and shall be inclusive of taxes, logistics, penalties, and other related charges.
2. Payment terms:
  - 50% upon confirmation
  - 50% after the event
3. Must accept "send bill" payment terms

**V. CONFIDENTIALITY AND OWNERSHIP**

1. The Lease of Venue provider shall hold and maintain the confidentiality of all materials, references, data, and other related information, whether in document or electronic form, which shall come into its possession in relation to and as a consequence of the service contract.
2. Upon completion/termination of the service contract, all materials, references, data, and other related information, whether in document or electronic form, in the possession of the Lease of Venue provider shall be immediately inventoried and returned to the NPC.

**VI. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Service.

The mode of procurement shall be *Lease of Real Property and Venue*.

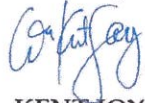
**VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

Source of Fund : FY 2022 General Appropriations  
NPC Annual Procurement Plan FY 2022 (APP Item No. 2022-0123)

Approved Budget for the Contract : Five Hundred Thousand Pesos Only (Php 500,000.00).



**Prepared by:**



Digitally signed by  
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Reyes

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



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Danica Sulit

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

**Reviewed by:**



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signed by Chin  
Roren Marie

**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*

## The 2016 Revised Implementing Rules and Regulations – Annex “H”

### D. **TABLE OF RATING FACTORS FOR LEASE OF VENUE**

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement ( <i>e.g.</i> , single, double, etc.)	(5)	
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client’s satisfactory rating	(5)	
		<b>100</b>	
<b>I.</b>	<b>Availability</b>	X (.5) =	
<b>II.</b>	<b>Location and Site Condition</b>	X (.1) =	
<b>III.</b>	<b>Neighborhood Data</b>	X (.05) =	
<b>IV.</b>	<b>Venue</b>	X (.35) =	
	<b>FACTOR VALUE</b>		