



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

**SHIRTS**

17 May 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **SHIRTS (APP 2021-0228)** for the mid-year 2022 NPC Performance Review and Evaluation Workshop. 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., 20 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;
2. PhilGEPS Registration Number; and
3. 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

Ref No.: RFQ-2021-0228

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

**TECHNICAL SPECIFICATION  
SHIRTS**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract  (Php 50,000.00)		Compliance (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 Specification" for:</li> <li>1. <i>Technical Requirements/Specifications</i></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 20%;">Color</th> <th style="width: 20%;">Quality</th> <th style="width: 20%;">Print</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Red</td> <td rowspan="8" style="text-align: center; vertical-align: middle;">Microfiber Eyelet Dri Fit T-Shirt</td> <td rowspan="8" style="text-align: center; vertical-align: middle;">Silk Screen Print</td> <td style="text-align: center;">25</td> </tr> <tr><td>White</td><td style="text-align: center;">25</td></tr> <tr><td>Blue</td><td style="text-align: center;">25</td></tr> <tr><td>Green</td><td style="text-align: center;">25</td></tr> <tr><td>Yellow</td><td style="text-align: center;">25</td></tr> <tr><td>Orange</td><td style="text-align: center;">25</td></tr> <tr><td>Violet</td><td style="text-align: center;">25</td></tr> <tr><td>Pink</td><td style="text-align: center;">25</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>2. <i>Payment and Delivery</i></li> </ul>	Color	Quality	Print	Quantity	Red	Microfiber Eyelet Dri Fit T-Shirt	Silk Screen Print	25	White	25	Blue	25	Green	25	Yellow	25	Orange	25	Violet	25	Pink	25			- _____
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<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. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. 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.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)

Ref No.: RFQ-2021-0228

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



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION  
SHIRTS

(APP Item No. 2021-0228)

**I. BACKGROUND**

The National Privacy Commission (NPC) is the Philippines' data privacy authority, committed to protect personal information of data subjects and to foster a culture of privacy towards a competitive, knowledge-based, and innovative nation. The NPC, as the sole agency mandated to administer and implement Data Privacy Act of 2012 has formulated the 2017-2022 Strategic Plan. This plan is anchored towards the goals of the Philippine Development Plan 2017-2022 and geared towards AmBisyon Natin 2040 which articulates the Filipino people's collective vision of a MATATAG, MAGINHAWA, AT PANATAG NA BUHAY PARA SA LAHAT.

As we approach the end of the year, it is critical that both performance accomplishments and physical targets be met effectively while also integrating old and newly hired employees into the NPC culture, which calls for means and methods of growing and enhancing teamwork in the Commission. Thus, the Human Resource Development Division (HRDD) and the Financial Planning and Management Division (FPMD) have collaborated this year to conduct Mid-Year 2022 NPC Performance Review and Evaluation Workshop (PREW) cum Teambuilding.

This collaborative activity will not only assist employees in learning important teamwork skills and providing opportunities to share ideas and camaraderie in a fun, relaxed environment, but it will also provide guidance in achieving short and long-term goals, which includes evaluating individual performance and developing a comprehensive catch-up action plan. The activity also aims to provide a clear sense of direction to the Commission's Programs, Activities, and Projects, as well as to strengthen personnel confidence in understanding where the organization is heading and what measures must be implemented to achieve the organization's goals.

In order to achieve these goals, it is vital that the capability of NPC employees should be enhanced to be able to perform its mandate with passion and utmost integrity through continuous improvement of policies and systems at par with international standards, and compliance to regulatory and statutory requirements of public service for the benefit of the Filipino people.

Teamwork is very crucial in every organization to ensure the attainment of its goals and success. For the group to become effective and productive, they must have a common bond to which everyone is committed. For them to function effectively as a team, the group must have reasons for working together and each member of the group must be interdependent. Group members must be committed to the idea that working together as a team leads to a more effective decision-making than working in isolation. The group must be accountable and responsible as a functioning unit within the larger organizational context.

Hence, this three-day activity shall undertake a strategic review of the performance and progress of the programs implemented as of June 2022 and address key aspects for any amendments in the FY 2022 Operational plan of target indicators of the commission.

## II. OBJECTIVES

The main goal of this program are the following:

1. Review of the office/division performance during the 1st Semester of FY 2022;
2. Crafting of comprehensive program of actions for the 2nd Semester of FY 2022;
3. Identify development plans to address performance gaps of NPC personnel;
4. Foster camaraderie and harmonious relationships among NPC personnel;
5. Recognize self in relation to the team and the importance of harmonious relationship among officials and employees;
6. Inculcate a sense of strategic thinking in the participants;
7. Build team cohesion by breaking barriers in interpersonal relationships;
8. Improve interpersonal communication and enhance negotiation skills; and
9. Enhance self-discipline and appreciation of the role of leadership by building mutual trust and confidence.

## III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. The supplier shall provide COLORED SHIRTS with DESIGN with the following specifications:

Quantity: 200 pcs (25 pieces each color)

Quality: Microfiber Eyelet Dri Fit T-shirt

Print: Silk Screen Print

Colors: RED, WHITE, BLUE, GREEN, YELLOW, ORANGE, VIOLET and PINK

2. The sizes and design of the shirt shall be provided by the end user upon receipt of Purchase Order (PO)/Notice to proceed.

#### IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

- a. Within 20 calendar days upon receipt of design and list of sizes from the end-user
- b. Quantity:

RED	- 25 pieces
WHITE	- 25 pieces
BLUE	- 25 pieces
GREEN	- 25 pieces
YELLOW	- 25 pieces
ORANGE	- 25 pieces
VIOLET	- 25 pieces
<u>PINK</u>	<u>- 25 pieces</u>
Total	= 200 pieces

- c. 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

This shall be procurement of Goods.

1. *Alternative Mode through Negotiated Procurement -*
  - a. *Small Value Procurement*

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

Source of Fund : Continuing General Appropriation Act FY2021 (RA11640) Annual Procurement Plan For F.Y. 2021 (APP Item No. 2021-0228)

Approved Budget for the Contract : Fifty Thousand Pesos Only (Php 50,000.00).

**Prepared by:**



Fionamae Hilda V. Abainza  
*Administrative Officer IV, FPMD*

**Recommending Approval:**



Ms. Susana O. Abada  
*Planning Officer III*

**Approved by:**



Atty. Manuel C. Satuito  
*Director IV, FAO*

