



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
TRANSPORTATION

19 May 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **TRANSPORTATION (APP 2021-0227)** 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., 23 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;
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

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-2021-0227

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

**TECHNICAL SPECIFICATION
TRANSPORTATION**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 100,000.00)		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 "Scope of Work" for: <ol style="list-style-type: none"> 1. Scope of Work <ul style="list-style-type: none"> ➤ Date: June 1 & 3, 2022 ➤ Destination: Lease of Venue within Batangas ➤ Trip: Pick Up (PICC, Pasay City) and Drop Off only ➤ Pick Up Time: 7:00 am ➤ Vehicle: Bus (3) ➤ Seating Capacity: 49 pax ➤ Other Inclusions: Driver's fee and fuel, toll fee/s, parking fees and entry permits (if any) 2. Contract Duration 3. Payment and 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. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Payment shall be made when the service has been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivery and upon issuance of the Certificate of Acceptance of Output.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)

Ref No.: RFQ-2021-0227

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

TRANSPORTATION
(APP Item No. 2021-0227)

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. SCOPE OF WORK

The selected service supplier must provide transportation services to the preferred destination of the Commission with the following details:

Date: June 1 & 3, 2022

Destination: Lease of Venue within Batangas

Trip: Pick Up (PICC, Pasay City) and Drop Off only

Pick Up Time: 7:00 AM

Vehicle: Bus (3)

Seating Capacity: 49 pax

Other Inclusions: Driver's fee and fuel, toll fee/s, parking fees and entry permits (if any)

IV. CONTRACT DURATION

The engagement is for 01 & 03 June only.

V. PAYMENT AND DELIVERY

Payment shall be made when the service has been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered and upon issuance of the Certificate of Acceptance of Output.

VI. MODE AND NATURE OF PROCUREMENT

The mode of procurement shall be:

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. 2021-0227)

Approved Budget
for the Contract : One Hundred Thousand Pesos Only (Php 100,000.00).

Prepared by:



Fionamae Hilda V. Abainza
Administrative Officer IV, FPMD

Noted by:


Ms. Susana O. Abada
Planning Officer III

Recommending Approval:


Atty. Manuel C. Satuito
Director IV, FAO

Approved by:


Atty. Ivin Ronald D.M. Alzona
Executive Director

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_____