



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

LEASE OF VENUE

23 May 2022

NOTICE TO ALL PROVIDERS:

The National Privacy Commission intends to procure **LEASE OF VENUE (APP 2021-0219)**. 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 **09:00 AM., 27 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 located¹;
2. PhilGEPS Registration Number²;
3. Income/Business Tax Return of the preceding year³; and
4. Manifestation of compliance to the attached Scope of Work signed by your authorized representative⁴.

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 eighty-five percent (85%) shall be considered as responsive.

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

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

² Ibid.

³ Ibid.

⁴ Please make sure to submit its necessary attachment:

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)

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

Ref No.: RFQ-2021-0219

Sincerely,

ATTY. MA. FRANCES AIRA SY
BAC Secretariat Head
National Privacy Commission

Ref No.: RFQ-2021-0219

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

**SCOPE OF WORK
LEASE OF VENUE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 910,000.00)		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 <ol style="list-style-type: none"> a. Functionality b. Food/Catering c. Facilities d. Location e. Other Requirements f. Security/Safety 2. Contract Duration 3. Payment and Delivery 			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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 made upon receipt of billing invoice or statement of account and issuance of Certificate of Acceptance of Output by the end-user not later than 10 days after the conduct of activity.

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

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

LEASE OF VENUE
(APP Item No. 2021 - 0219)

I. BACKGROUND

The National Privacy Commission 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 all 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) and Teambuilding**.

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. One of the effective interventions that will strengthen its workforce is the conduct of team building activities. It is a venue by which personnel shall have group building activities that includes socialization, fellowship and harness camaraderie and positive relationships among employees.

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 functions effectively as a team, the group must have reasons for working together and that 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.

Team cohesion, synergy and a shared vision are a requirement for any organization to succeed. As a result, the need to instill such is important. Team building activities have been identified as one sure way of enhancing effectiveness of a group/team at all levels.

The 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 program aims to:

1. Review the extent of achievement of units/divisions based on the outcomes and output for the first semester of FY 2022;
2. Monitor and assess performance vis-à-vis the planned activities of the unit/Division;
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

1. Functionality:

- a. Board and lodging for 200 participants for three (3) days and two (2) nights with the following inclusions:
 - i. airconditioned accommodations/rooms with toilet and bath, with at least 4 single occupancy rooms, 3 double occupancy and the rest for sharing
- b. Conference rooms - with airconditioned function/conference room that can accommodate 200 participants, physical distancing observed
- c. Free and unlimited Wi-Fi connection
- d. Must have teambuilding facilities and activity area such as outdoor and open-air spaces
- e. Free accommodation and meals for the advance party composed of 10 pax, a day before the event

2. **Food/Catering:** Choice of menu is subject to approval of NPC for the following meal requirements:

Day	Meal
Day 1	Lunch PM Snacks Dinner
Day 2	Breakfast Lunch Dinner
Day 3	Breakfast

- With free-flowing brewed coffee and candies/sweets
 - Free welcome drinks upon arrival at the hotel
3. **Facilities:** Free use of audio-visual equipment such as microphones, projectors, tv screen
4. **Location:** The venue/facility must be within Cavite or Batangas area
5. **Other requirements:**
- a. The quotation shall include the services of Teambuilding facilitators and proposed program for the teambuilding activities.
6. Upon issuance of Purchase Order/Notice to Proceed (NTP), the facilitators shall coordinate with NPC activity proponents for the programs and requirements
7. **Security/safety:** Must observe the minimum health and safety protocols set for the current Alert Level issued by the IATF and the Local Government Unit

IV. QUALIFICATION OF SERVICE PROVIDER

The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by the Bids and Awards Committee.

V. CONTRACT DURATION

The engagement is for 3 days and 2 nights, which shall commence June 1 to 3, 2022.

VI. PAYMENT AND DELIVERY

1. Delivery of the services will be on June 1 to 3, 2022
2. NPC shall issue PO/NTP to the winning supplier
3. Processing of payment shall be made upon receipt of billing invoice or statement of account and issuance of Certificate of Acceptance of Output by the end-user not later than 10 days after the conduct of activity.

VII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service.


The mode of procurement shall be *Lease of Real Property or Venue*

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

Source of Fund : Continuing General Appropriation Act FY 2021 (RA11640)
Annual Procurement Plan (APP Item No. 2021 - 0219)

Approved Budget
for the Contract : Nine Hundred Ten Thousand Pesos Only (Php 910,000.00).

Prepared by:


Digitally signed by Tavora
Maria Donabella Atienza
Date: 2022.05.20 15:39:11
+0800.

Maria Donabella A. Tavora
Supervising Administrative Officer, HRDD


(Sgd.)

Fionamae Hilda V. Abainza
Administrative Officer IV, FPMD

Recommending Approval:


Sgd.
Rosaly B. Santos
Chief, HRDD/FAO
Digitally signed by Santos Rosaly Balsote

Sgd.
Marilou C. Leelian
Chief, FPMD

Approved by:


Satuito Manuel
Cortabitarte
2022.05.20
18:29:35 +08'00'

Atty. Manuel C. Satuito
Director IV, FAO

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

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

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	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)	
		100	
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.1) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.35) =	
	FACTOR VALUE		