



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

HEALTH KITS

23 June 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **HEALTH KITS (APP 2021-0218)**. 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., 27 June 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;
4. Manifestation of compliance to the attached technical specification signed by your authorized representative; and

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

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.

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

Ref No.: RFQ-2021-0218

TECHNICAL SPECIFICATION HEALTH KITS

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 210,000.00)		Compliance (Manifest your compliance by <u>writing</u> " <u>COMPLY</u> " in every item)																				
				Unit Price	Total																					
	lot	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 1. Technical Requirements <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 30%;">Transparent Polyethylene Bag with drawstring</td> <td style="width: 20%;">20cmX30cm</td> <td style="width: 50%;">240 packs</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th colspan="3" style="text-align: center;"><i>Consisting of the following items per pack:</i></th> </tr> <tr> <th style="width: 30%;">Description</th> <th style="width: 20%;">Quantity</th> <th style="width: 50%;">Quality</th> </tr> </thead> <tbody> <tr> <td>Paracetamol 500mg - for headache and fever relief</td> <td style="text-align: center;">30 pcs</td> <td rowspan="5" style="vertical-align: top;"> <ul style="list-style-type: none"> • 12 months expiration from the date of delivery It must be indicated in the packaging </td> </tr> <tr> <td>Oral Antiseptics 0.1% Solution 60ml</td> <td style="text-align: center;">1 bottle</td> </tr> <tr> <td>Rehydration or Electrolyte powder</td> <td style="text-align: center;">6 pcs</td> </tr> <tr> <td>Vitamin C 500mg</td> <td style="text-align: center;">30 pcs</td> </tr> <tr> <td>Ice pack - heavy duty, reusable ice bag for cold and hot water, medical grade,</td> <td style="text-align: center;">1 pc</td> </tr> </tbody> </table>	Transparent Polyethylene Bag with drawstring	20cmX30cm	240 packs	<i>Consisting of the following items per pack:</i>			Description	Quantity	Quality	Paracetamol 500mg - for headache and fever relief	30 pcs	<ul style="list-style-type: none"> • 12 months expiration from the date of delivery It must be indicated in the packaging 	Oral Antiseptics 0.1% Solution 60ml	1 bottle	Rehydration or Electrolyte powder	6 pcs	Vitamin C 500mg	30 pcs	Ice pack - heavy duty, reusable ice bag for cold and hot water, medical grade,	1 pc			-
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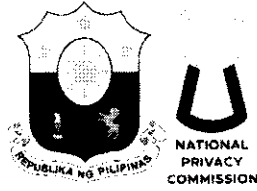
		polyester, and PVC materials, at least 6x9x11 inches, color dark blue					
		Temperature Record Card	Attached layout	<ul style="list-style-type: none"> Paper must be a4 size, C2S 220Lbs. full color printing (proof must be approved prior to delivery) 			- _____
		<p>2. <i>Warranty</i></p> <p>a. Warranties against manufacturing defects, as well as parts and service</p> <p>b. Warranty period/s: at least one (1) month</p> <p>c. Warranty shall commence upon issuance of the Certificate of Acceptance</p>					- _____
		<p>3. <i>Payment and Delivery</i></p>					- _____
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. Delivery shall be completed within Twenty (20) working days from receipt of Purchase Order/NTP.

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

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

HEALTH KITS
(APP Item No. 2021-0218)

I. BACKGROUND

The National Privacy Commission (NPC) is charged with the administration and implementation of the provisions of the Data Privacy Act of 2012 (DPA). As such, its employees should always be in good health, physically and mentally, to maintain productivity.

The HRDD focuses on keeping all NPC employees motivated, contributing and happy by adopting wellness programs and distributing health kits. This is also in compliance to Civil Service Commission Memorandum Circular No. 18, s. 2020, CSC-DOH-DOLE Joint Memorandum Circular No. 1 s. 2020 "Occupational Safety and Health Standards for the Public Sector, Privacy Commission Order 003 s.2021 dated March 31, 2021, and NPC-HSC Resolution 001-2021.

Corona Virus Disease (COVID-19) outbreak has affected all segments of the population and is continuously placing threats with the development of new variants. It is thus important to be vigilant in observing safety protocols and be ready in case of occurrence. The home care kits, and health supplements being proposed will be provided to NPC employees.

II. OBJECTIVES

Provision of Health Kits or Home Care Kits aims to:

1. Ensure that all employees are provided with immunity boosters and basic home remedy kits in case of sickness, particularly against COVID-19;
2. Comply with the relevant issuance of oversight agencies and internal policies regarding health and safety of employees.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

The following specifications and requirements for the Health Kits:

1. **Quantity** – at least 240 packs consisting of the listed items per pack. Items should be contained in a transparent polyethylene bag with drawstring at least 20cmx30cm in size, printed with NPC logo

Item Description	Quantity
Paracetamol 500mg – for headache and fever relief	30 pcs
Oral Antiseptic 0.1% Solution 60ml	1 bottle
Rehydration or electrolyte powder	6 pcs
Vitamin C 500mg	30 pcs
Ice pack – heavy duty, reusable ice bag for cold and hot water, medical grade, polyester and PVC materials, at least 6x9x11 inches, color dark blue	1 pc
Temperature Record Card	<ul style="list-style-type: none">- Layout attached- Paper must be a4 size, C25 220Lbs. full color printing (proof must be approved prior to delivery)

2. **Quality** – the consumable items contained in the kit should have at least 12 months expiration from the date of delivery. It must be indicated in the packaging of each item.
3. **Supplier's Qualification** - 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.
4. **Warranty**
 - a. *Warranties against manufacturing defects, as well as parts and service*
 - b. *Warranty period/s: at least one (1) month*
 - c. *Supplier must have accredited/authorized service centers in Metro Manila*
 - d. *Warranty shall commence upon issuance of the Certificate of Acceptance*

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Health Kits	240	Within twenty (20) working days from the receipt by the Supplier of the Purchase Order (PO)	Delivery receipt

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.

The mode of procurement shall be: *Alternative Mode through Negotiated Procurement – Small Value Procurement*

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

Source of Fund : Maintenance and other operating expenses, Continuing Appropriations NPC FY2021
Annual Procurement Plan (APP Item No. 2021-0218)

Approved Budget for the Contract : Two Hundred Ten Thousand Pesos Only (Php 210,000.00)

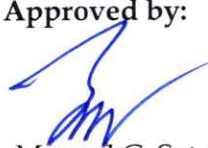
Prepared by:


Maria Donabella A. Tavora
Supervising Administrative Officer, HRDD

Recommending Approval:


Rosaly B. Santos
Chief, HRDD

Approved by:


Atty. Manuel C. Satuito
Director IV, FAO

If you experience some of the above symptoms, please contact the Health and Safety Team through healthcheck@privacy.gov.ph for assistance.



COVID-19 SYMPTOM CHECKER



COVID-19 HOME CARE

“Becoming a healthiest YOU is always necessary and important, never consider it too late or too early a time when you get to that realization. Start today”
-Baptista S.H. Gebu

Temperature Record Card

Day	Date	AM Temp (°C) and Time	PM Temp (°C) and Time	Symptoms: e.g. Fever, cough, shortness of breath/ breathing difficulties, muscle aches, weakness, headache, sore throat, runny nose, diarrhea.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Temperature Record Card

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1				
2				
3				
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10				

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_____