



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PSST/KABATAANG DIGITAL - JACKET, CUSTOMIZED

29 July 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PSST/Kabataang Digital - Jacket, customized (APP 2022-0058)**. 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 **4:00 P.M., August 3, 2022**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the valid and current 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 attachments<sup>1</sup>; 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](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

<sup>1</sup> **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.: BAC-22-00128

**TECHNICAL SPECIFICATION  
PSST/KABATAANG DIGITAL - JACKET, CUSTOMIZED**

item	unit	QTY	Description/Specifications	Approved Budget of the Contract (P 325,000)		COMPLIANCE (Manifest your compliance by <u>writing "COMPLY" in every item</u> )										
				Unit Price	Total											
	lot	1	<p>· Please refer to the "Technical Specification" for:</p> <p><b>1. Technical Requirements</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Material</th> <th style="width: 30%;">Style/Color/Design</th> <th style="width: 15%;">Quantity</th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Polyester; water and wind resistant</td> <td>Reversible windbreaker/ parka jacket  <i>See attached Technical Specification for Color Hex and Design</i></td> <td style="text-align: center;">200</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>2. Supplier's Qualification</b></p> <p><b>3. Warranty</b></p> <p><b>4. Payment and Delivery</b></p>	Material	Style/Color/Design	Quantity			Polyester; water and wind resistant	Reversible windbreaker/ parka jacket  <i>See attached Technical Specification for Color Hex and Design</i>	200					
Material	Style/Color/Design	Quantity														
Polyester; water and wind resistant	Reversible windbreaker/ parka jacket  <i>See attached Technical Specification for Color Hex and Design</i>	200														
<b>TOTAL</b>																

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. 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.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Ref No.: BAC-22-00128

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

VI. Delivery shall be completed within fifteen (15) 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 SPECIFICATIONS

PSST/Kabataang Digital- Jacket, customized  
(APP Item No. 2022-0058)

I. BACKGROUND

The National Privacy Commission (NPC) is tasked to educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in the Data Privacy Act of 2012 and its implementing rules and regulations.

Among the continuing programs/projects of NPC that aspire to raise awareness is PRIVACY, SAFETY, SECURITY, and TRUST! (PSST) Online. The goal of PSST! is to gather and engage with the Filipino citizens, especially the youth, and educate them about data protection. It also aims to provide information on the risks, threats, and harms in the digital world, and promote the culture of privacy to society.

Under PSST!, the NPC thru its Public Information and Assistance Division (PIAD) launched the Kabataang Digital (KD) campaign, which encourages data protection for children by enjoining school officials and parents in educating their children on appropriate digital citizenship, promoting safe choices, and elaborating the implications of the digital environment for children's privacy rights. With this, the Public Information and Assistance Division (PIAD) proposes the procurement of PSST/Kabataang Digital – Jacket.

II. OBJECTIVES

Having customized jacket is a marketing strategy: they help generate awareness and hype as people wearing them become “walking billboards” that contribute to raise public awareness on data privacy by creating instant and inexpensive brand recognition.

I. TECHNICAL REQUIREMENTS/SPECIFICATIONS

Specifications	Requirements
Material	Polyester; water and wind resistant
Style	Reversible windbreaker/ parka jacket Front long sturdy zipper pull with at least 1.5 inch of thick string/fabric attached to it With pockets; casual loose fit Embroidery logo embedded in the jacket on both sides (front and back; inner and outer)
Color	<i>See color hex indicated in the design</i>
Quantity	200 pcs.
	<b>Breakdown:</b>
	Extra Small - 15 pcs. Small - 25 pcs. Medium - 70 pcs. Large - 70 pcs. Extra Large - 20 pcs. <i>*Still subject to change upon submission of sample sizes</i>
	<ul style="list-style-type: none"> <li>• Embroidery logo embedded in the jacket on both sides (front and back; inner and outer)</li> </ul> 183 pcs. - with KD 2022 (in front) and National Privacy Commission (NPC) embroideries  17 pcs. - with KD 2022 (in front) and NPC - Public Information and Assistance Division (PIAD) (back) embroideries (sizes will be provided after the submission of the samples)  3pcs.- with the name of executives on the left arm side, all embroideries (sizes will be provided after the submission of the samples)
Design	<i>See attached design but may still change pending approval</i>

**IV. PAYMENT AND DELIVERY**

Delivery shall be consistent with the following schedule of requirements:

<b>Proof Copy</b>	Delivery of sample should be made within twelve (12) calendar days upon receipt of layout/ design/material from the end-user. If the 5th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.
<b>Full Delivery</b>	Full delivery should be made within twenty-five (25) calendar days after approval of proof copy. If the 15th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.
<b>Place of Delivery</b>	NPC, 5th Floor, Delegation Bldg. Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

**V. MODE AND NATURE PROCUREMENT**

This shall be procurement of Goods.

The mode of procurement shall be: *Small Value Procurement*.

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

Source of Fund : FY 2022 General Appropriations  
NPC Annual Procurement Plan for FY 2022 (APP Item No. 2022-058)

Approved Budget for the Contract : Three Hundred and Twenty-Five Thousand Pesos Only (Php 325,000.00).

Prepared by:


 Digitally signed by  
Covita, Kent Joy  
Reyes  
**KENT JOY R. COVITA**  
*Public Relations Officer I, PIAD*

 Digitally signed  
by Adis, Kristine  
Danica Sulit  
**KRISTINE DANICA S. ADIS**  
*Information Officer II, PIAD*

Recommending approval:

  
**ROZEN MARIE M. CHIN**  
*Chief, PIAD*

Approved by:

 Digitally signed by  
Alzona Ivin Ronald De  
Mesa  
**ATTY. IVIN RONALD D.M. ALZONA**  
*Executive Director*

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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

SUBSCRIBED 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\_\_\_\_\_