



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

TECHNICAL FACILITATOR
(APP Item No. 2021-0232)

27 August 2022

NOTICE TO ALL SERVICE PROVIDERS:

The National Privacy Commission intends to procure **TECHNICAL FACILITATOR (APP 2021-0232)**. 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 **3:00 P.M., 30 August 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
or
BIR Certificate of Registration¹;
2. Professional License/Curriculum Vitae;
3. PhilGEPS Registration Number;
4. Proof of Qualifications as stated in Section IV of the attached Terms of Reference;
5. Notarized Omnibus Sworn Statement with applicable attachments²; and
6. 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:

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 For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA No. 9184, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit, Annex H of the 2016 Revised IRR of RA 9184

² **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-22-00218

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

**TERMS OF REFERENCE
TECHNICAL FACILITATOR**

Item	Unit	Qty	Description/Specifications	Approved Budget for the Contract (Php 100,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)	
				Unit Price	Total		
1	Job	1	<ul style="list-style-type: none"> • Please refer to the "Terms of Reference" for: <ol style="list-style-type: none"> 1. Objectives <ol style="list-style-type: none"> a. General Objective b. Specific Objective 2. Scope of Services 				
			<i>Pre-planning</i>	<ul style="list-style-type: none"> • Design the strategic planning intervention • Create and field a team composed of a lead facilitator, co-facilitator, training assistant and a documenter • Closely coordinate and attend meeting with the NPC partner at the planning stage of the invention • Prepare and provide all templates, forms, and handouts needed for the workshop 			
			<i>Planning Proper</i>	<ul style="list-style-type: none"> • Facilitate the strategic planning workshop • Document the strategic planning workshop 			
			<i>Post Proper</i>	<ul style="list-style-type: none"> • Facilitate the strategic planning workshop 			
			<ol style="list-style-type: none"> 3. Qualification of Consultant 4. Contract Duration (40 days which shall commence from the issuance of the Notice to Proceed/WO/Contract 5. 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 BIR Certificate of Registration and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to Proceed 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. The Indicative delivery dates may be adjusted upon request from and approval of NPC. However, the contract shall be completed on or before September 30, 2022.

CONFORME:

(Name of Supplier/Provider/Date)

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

TECHNICAL FACILITATOR
(NPC STRATEGIC PLANNING FOR FY 2023-2028 AND CONDUCT OF FY 2023
GAD PLANS AND BUDGET WORKSHOP)
(APP Item No. 2021 - 0232)

I. BACKGROUND

The National Privacy Commission (NPC) Strategic Plan 2018-2022 is an integral part of the Philippine Development Plan 2017-2022. It is consistent with the 0-10 Socio-economic agenda of the Duterte administration, and the development pillars of *malasakit* (protective concern), *pagbabago* (change or transformation), and *kaunlaran* (development, and the vision of *Ambisyon 2040*). This plan factors in commitments to the global community as embodied in the 2030 Agenda for Sustainable Development, specifically during this period when there is an eminent threat of the Covid-19 pandemic.

According to 16 August 2022 DOH Covid-19 tracker, a total of 2,633 more people were infected with the Covid 19 virus bringing the total number of active cases to 36,190. Metro Manila, in particular, is in the lead with 15,685 cases during the last 14 days. As the country continues to respond and recover with the Covid-19 pandemic, the NPC has sustained its efforts to protect the personal information of data subjects while supporting the digital initiatives boosted by the crisis and navigate toward a new and better normal. The Department of Health (DOH) and the NPC jointly released a Joint Memorandum to help both parties prepare for future challenges and help them emerge stronger from the crisis.

Moreover, through various advocacy campaigns and activities and concentrating on seven strategic objectives such as (1) empowered data subjects, (2) enabled data privacy resilience of stakeholders, (3) ensured world class data privacy standards established in the country, (4) strengthened regulatory and enforcement services, (5) effective and efficient systems and processes, (6) ensured efficient and effective financial and logistical resources, and (7) motivated, rewarded and competent staff, the Commission has increased public awareness and knowledge on the Data Privacy Act (DPA) from 13% in 2017 to 25% in 2021.

Given these accomplishments, the NPC is cognizant of the need to focus on government digitization for the Philippines to be in the forefront of 21st century governance. In order to hasten

and sustain social and economic recovery while setting the foundation of building resilience, the NPC has succeeded in strengthening consumer protection and managing digital technology risks.

As the Philippines shifts into the new administration, the Commission shall craft its 2023-2028 Strategic Plans aligned with the Philippine Development Plan. The Marcos Administration's eight-point Socioeconomic Agenda is aimed at achieving this administration's goals of bringing down the poverty rate to a single -digit and elevating the country's status as an upper-middle income economy. NPC needs to understand its current position, where it is headed and actions to be done which will require significant investment in the formulation of medium to long term plans.

To this end, the NPC aims to conduct a Strategic Planning session which will define the strategic vision and mission of the NPC for the years 2023-2028. It will also identify long-term issues, determining internal strengths and weaknesses, as well as goals and considering external opportunities and threats.

II. OBJECTIVES

A. General Objective

This activity aims to develop the National Privacy Commission's Strategic framework and plans for years 2023-2028.

B. Specific Objective

At the end of the three-day strategic planning, the participants will be able to:

- assess the overall performance of NPC from 2018- 2022;
- identify the factors that affected NPC's performance from 2018-2022;
- analyze the current situation of NPC;
- revisit and update (if necessary) the NPC's vision-mission; and
- recommend NPC's strategic directions for the next six years, i.e., 2023-2028
- formulate GAD Objectives and GAD Plans and Budget for FY 2023

III. SCOPE OF SERVICES

The Technical facilitator/s shall deliver the following:

Pre-planning

- Design the strategic planning intervention (all phases)
- Create and field a team composed of a lead facilitator, co-facilitator, training assistant, and a documenter
- Closely coordinate and attend meetings with the NPC partner at the planning

- stage of the intervention
- Prepare and provide all templates, forms, and handouts needed for the workshop

Planning Proper

- Facilitate the strategic planning workshop
- Document the strategic planning workshop

Post Planning

- Submit a written documentation on the activity

Expected Outputs:

- a. Recommendation on NPC's Strategy Map 2023-2028 containing its vision, mission, core values, and strategic objectives
- b. Recommendation on NPC's Performance Scorecard 2023-2028 containing its baselines, performance measures or indicators, targets, and initiatives (whatever time will permit)
- c. Written documentation of the Strategic Planning Activity

IV. QUALIFICATION OF CONSULTANT

The technical facilitator must be a senior expert in the area of strategic planning, leadership and management development, and change dynamics at the national level with at least 10 years of consulting work in areas of expertise. They must possess a proven track record in delivering capacity-building activities and leadership training courses. Work experience with government agencies on performance management system is also a must.

V. CONTRACT DURATION

The engagement is for forty (40) days, which shall commence from the issuance of Notice to Proceed/WO/Contract.

VI. PAYMENT AND DELIVERY

% of Contract Cost	Activity	Deliverable/ Output	Schedule
50%	Facilitating the NPC Strategic Planning for FY 2023-2028;	Inception report	September 14-16, 2022
50%	Submission of Final Strategic Plans and Framework and Written documentation of the planning activity	Strategic Plans and Framework; Post Activity Report	September 30, 2022
100%	TOTAL		

Indicative delivery dates may be adjusted upon request from and approval of NPC. However, the contract shall be completed on or before September 30, 2022.

VII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Services.

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 : Continuing General Appropriations Act FY 2021 (RA11640)

NPC Continuing Annual Procurement Plan for FY 2021 (APP Item No. 2021 - 0232)

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

Prepared by:



Digitally signed by Abainza
Fionamae Hilda Verano
Date: 2022.08.26 09:29:03
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Fionamae Hilda V. Abainza
Administrative Officer IV

Recommending Approval:



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Date: 2022.08.22
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Marilou C. Leelian
Chief, FPMD

Approved by:



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Atty. Manuel C. Satuito
Director IV, FAO