



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
REQUEST FOR QUOTATION

**CUSTOMIZED FACE MASK WITH CHAIN/LANYARD AND FILTER**  
**APP Item No. 2022-0124**

1 September 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **CUSTOMIZED FACE MASK WITH CHAIN/LANYARD AND FILTER (APP 2022-0124)**. 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., 5 September 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 attachments<sup>1</sup>; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative<sup>2</sup>.

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.

<sup>2</sup> Please also submit proof of authority of the signatory.

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: BAC-22-00193

**TECHNICAL SPECIFICATION  
CUSTOMIZED FACE MASK WITH CHAIN/LANYARD AND FILTER**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 250,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u> )												
				Unit Price	Total													
1	Lot	1	<ul style="list-style-type: none"> <li>Please refer to the "Technical Specification" for:</li> </ul> <p><b>1. Technical Requirements</b></p> <p><b>A. FACE MASK</b></p> <table border="1"> <thead> <tr> <th>Material/s</th> <th>Style / Color / Design / Size</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>See attached Technical Specification</td> <td> <ul style="list-style-type: none"> <li>3 ply Fabric Material</li> <li>Secures with ear loops</li> <li>Machine washable and reusable</li> </ul> <p>See attached Technical Specification for Color HEX, Sizes and Design</p> </td> <td>1700 pcs</td> </tr> </tbody> </table> <p><b>B. CHAIN/LANYARD</b></p> <table border="1"> <thead> <tr> <th>Material/s</th> <th>Style / Color / Design / Size</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Polyester</td> <td> <ul style="list-style-type: none"> <li>Polyester yard with alloy hook and adjustable buckle</li> </ul> <p>See attached Technical Specification for Color HEX, Size and Design</p> </td> <td>1700 pcs</td> </tr> </tbody> </table>	Material/s	Style / Color / Design / Size	Quantity	See attached Technical Specification	<ul style="list-style-type: none"> <li>3 ply Fabric Material</li> <li>Secures with ear loops</li> <li>Machine washable and reusable</li> </ul> <p>See attached Technical Specification for Color HEX, Sizes and Design</p>	1700 pcs	Material/s	Style / Color / Design / Size	Quantity	Polyester	<ul style="list-style-type: none"> <li>Polyester yard with alloy hook and adjustable buckle</li> </ul> <p>See attached Technical Specification for Color HEX, Size and Design</p>	1700 pcs			
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			<b>2. Payment and Delivery Terms</b>															
<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.

Ref No.: BAC-22-00193

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

5<sup>th</sup> 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](mailto:info@privacy.gov.ph) Tel No. 8234-2228

- 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
- VI. Delivery of sample should be made within twelve (12) calendar days upon receipt of layout/design/materials from the end-user.
- VII. Full Delivery should be made within twenty-five (25) calendar days after approval of proof copy.

CONFORME:

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(Name of Supplier/Provider/Date)

BY:

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(Name/Position/Signature of Representative<sup>3</sup>/Date)

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<sup>3</sup> Please also submit proof of authority of the signatory.



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

**CUSTOMIZED FACE MASK WITH CHAIN/LANYARD AND FILTER  
(APP Item No. 2022-0124)**

**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 the 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 promoting the culture of privacy to the 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 gender development, and elaborating the implications of the digital environment for children's privacy rights.

Given the public health emergency that the country faces and foreseen shift from traditional to virtual learning system, the Commission will promote KD nationwide through online platforms. PIAD proposes to procure of customized face mask with chain/lanyard with filter.

**II. OBJECTIVES**

Having customized face mask and lanyard 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.

### III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

#### A. Face Mask

Material for customized face masks	<ul style="list-style-type: none"> <li>• Inner layer of absorbent material such as cotton</li> <li>• Middle layer of non-woven non-absorbent material, such as polypropylene.</li> <li>• Outer layer of non-absorbent material such as polyester or polyester blend</li> <li>• Inner pocket with filter included</li> </ul>																		
Style	3 ply fabric material Secures with earloops Machine washable and reusable																		
Size	Five (5) sizes. See mask width and height in the design <table border="1" data-bbox="564 931 1343 1108"> <thead> <tr> <th></th> <th>XS</th> <th>S</th> <th>M</th> <th>L</th> <th>XL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8 3/4"</td> <td>9 1/2"</td> <td>10 1/4"</td> <td>11"</td> <td>11 3/4"</td> </tr> <tr> <td>2</td> <td>4 3/8"</td> <td>4 3/4 "</td> <td>5 1/8"</td> <td>5 1/2 "</td> <td>6"</td> </tr> </tbody> </table>		XS	S	M	L	XL	1	8 3/4"	9 1/2"	10 1/4"	11"	11 3/4"	2	4 3/8"	4 3/4 "	5 1/8"	5 1/2 "	6"
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Color	See color hex indicated in the design																		
Quantity	1700 pcs of customized face masks																		
Design	Six (6) designs for customized face mask. Please see attached layout/design for reference.																		

#### B. Chain/ Lanyard

Material for lanyard	Polyester
Style	Polyester yard with alloy hook and adjustable buckle
Size	Minimum of 70cm
Color	<i>See color hex included in the design</i>
Quantity	1700 pcs of lanyard
Design	Three (3) designs for lanyard. Please see attached layout/design for reference.

#### IV. PAYMENT AND DELIVERY TERMS

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 12th 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 25th 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

Payment shall be made when the Goods have been delivered in accordance with the signed contract and instructions 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: *Small Value Procurement*.

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

Source of Fund : FY 2022 General Appropriations  
NPC Annual Procurement Plan FY 2022 (APP Item No. 2022-0124)

Approved Budget for the Contract : Two Hundred and Fifty Thousand Pesos Only (Php 250,000.00).

Prepared by:



Digitally signed by  
Covita, Kent Joy  
Reyes

**KENT JOY R. COVITA**  
*Public Relations Assistant, PIAD*



Digitally signed  
by Adis, Kristine  
Danica Sulit

**KRISTINE DANICA S. ADIS**  
*Information Officer II, PIAD*

Recommending approval:



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

Approved by:



Digitally signed by  
Alzona Ivin Ronald  
De Mesa

**ATTY. IVIN RONALD D.M. ALZONA**  
*Executive Director*

# **KD Face Masks**



# Design 1



Matalino, Mapagmatyag  
at Mapanuri



## Design 2



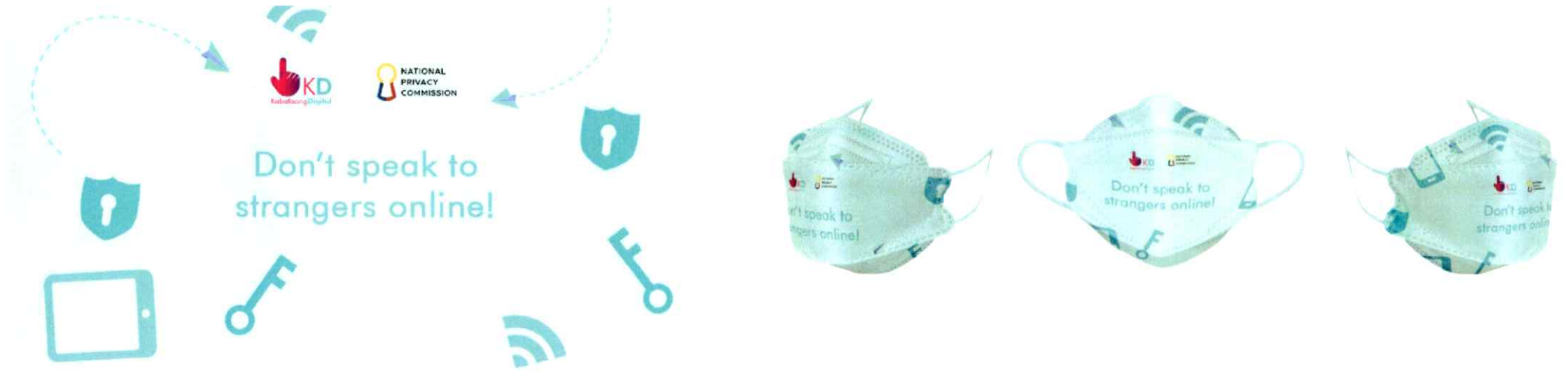
# Design 3



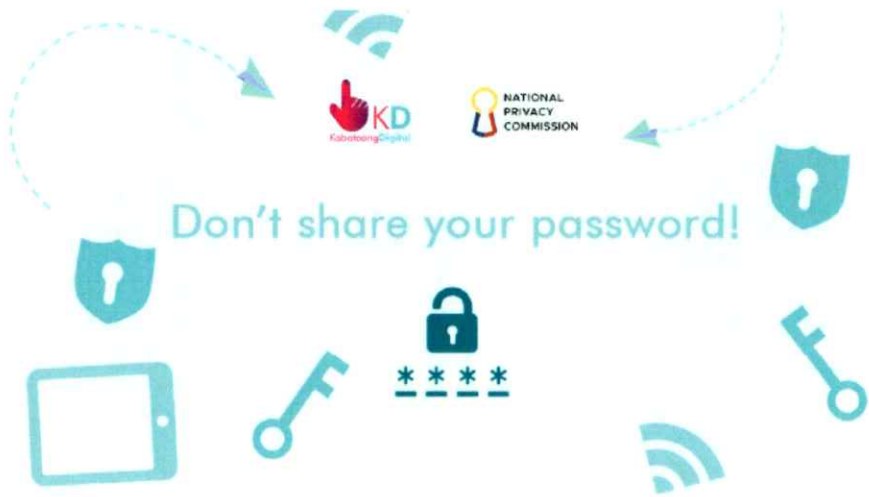
## Design 4



## Design 5



## Design 6



# KD MASK LANYARD MOCK UP



Design1



Design2



Design3



# Sizes for the Face Masks:

	XS	S	M	L	XL
1	8¾"	9½"	10¼"	11"	11¾"
2	4 3/8"	4¾"	5 1/8"	5½"	6"

Material for lanyard: **Polyester**

Style: **Polyester yarn with alloy hook and adjustable buckle**

Size: **minimum of 70cm**

**COLOR HEX CODE**



**FFFFFF**



**STYLE**  
**(WITH POCKET AND FILTER INCLUDED)**

