



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

LEASE OF VENUE

8 September 2022

NOTICE TO ALL PROVIDERS:

The National Privacy Commission intends to procure **LEASE OF VENUE (APP 2021-0211)**. 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., 12 September 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 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

Sincerely,

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

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.: BAC-22-00264

**SCOPE OF WORK
LEASE OF VENUE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 800,000.00)		Compliance (Manifest your compliance by writing "COMPLY" <u>in every item</u>)
				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 <ul style="list-style-type: none"> - Board and Lodging for 70 participants - Conference rooms - Free and unlimited wifi connection b. Food/Catering c. Facilities d. Location e. Security/Safety 2. Contract Duration September 14 to 16, 2022 3. Payment and Delivery 			----- ----- ----- ----- ----- ----- ----- -----
TOTAL						

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 of services will be on September 14 to 16, 2022.
- VI. 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.

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

BY: _____
(Name/Position/Signature of Representative⁵/Date)

⁵ Please submit proof of Authority of the signatory.



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

LEASE OF VENUE
(APP Item No. 2021-0211)

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 Gender and Development (GAD)-related plans, 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 2022-2028.

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 WORK

1. Functionality:

- a. Board and lodging for 70 participants for three (3) days and two (2) nights with the following inclusions:
 - airconditioned accommodations/rooms with toilet and bath, with at least 8 single occupancy rooms, 21 triple sharing OR 31 twin sharing for a total of seventy (70) stay-in guests.
- b. Conference rooms - with airconditioned function/conference room that can accommodate 80 participants, physical distancing observed
- c. Free and unlimited Wi-Fi connection

2. **Food/Catering:** Full Board meals o With free-flowing brewed coffee and candies/sweets
3. **Facilities:** Free use of audio-visual equipment such as microphones, projectors, tv screen
4. **Location:** The venue/facility must be within Quezon City, Metro Manila
5. **Security/safety:** Must observe the minimum health and safety protocols set for the current Alarm 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 September 14 to 16, 2022.

VI. PAYMENT AND DELIVERY

1. Delivery of the services will be on September 14 to 16, 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 Services.

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 Appropriations Act FY 2021 (RA11640)
		NPC Continuing Annual Procurement Plan for FY 2021 (APP Item No. 2021 -0211)
Approved Budget for the Contract	:	Eight Hundred Thousand Pesos Only (Php 800,000.00).

Prepared by:



Sgd.


Fionamae Hilda V. Abainza
Administrative Officer IV, FPMD and GAD Secretariat

Noted by:



Atty. Rasiela Rebekah Rellosa-Saguiguit
Chief/ Legal Division and Chairperson, GADFPS-TWG

Approved by:



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		