



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

TOKENS  
(APP Item No. 2021-0237)

13 September 2022

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **TOKENS (APP Item No. 2021-0237)**. 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., 16 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 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

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<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-22-00267

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

**TERMS OF REFERENCE  
TOKENS**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 110,000.00)		Compliance (Manifest your compliance by writing " <u>COMPLY</u> " in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:</li> <li><b>1. Technical Requirements</b></li> <li>A. Bamboo Pen with NPC Logo (80 pcs)</li> <li>B. Waterproof Laptop Bag with NPC Logo (80 pcs)</li> <li><b>2. Payment and Delivery Terms</b></li> </ul>			
<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 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.
- 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 the services will be on or before September 16, 2022 or within 5 calendar days upon receipt of the Purchase Order and Notice of Award.

CONFORME:

\_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION  
TOKENS

(APP Item No. 2021-0237)

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 21<sup>st</sup> 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. TECHNICAL REQUIREMENTS / SPECIFICATIONS**

1. The supplier shall provide the following Tokens with DESIGN with the following specifications:





a. Bamboo Pen with NPC Logo

Material: Bamboo  
Measurement: 5.7 inches width, 5 inches height (Should include a craft box)  
Ink: Blue  
Quantity: 80 pcs  
Print Area: Laser engraved



b. Waterproof laptop bag with NPC Logo

Material: Waterproof fabric  
Measurement: 12.2" \* 7.1" \* 18.1" (L\*W\*H), \\  
main padded compartments with zipper fit for  
13-17 inch laptops  
Color: Black or Grey  
Quantity: 80 pcs  
Print Area: 1'x1.5' inches  
Other Specs: Anti theft

The sizes and design of the tokens shall be provided by the end user upon receipt of Purchase Order (PO)/Notice to proceed.

#### IV. PAYMENT AND DELIVERY

1. Delivery of the services will be on or before September 16, 2022 or within 5 calendar days upon receipt of Purchase Order and Notice of Award
2. NPC shall issue PO/NTP to the winning supplier
3. Place of Delivery: NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
4. 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.

**V. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Goods.

1. *Alternative Mode through Negotiated Procurement –*
  - a. *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 -0237)

Approved Budget  
for the Contract : One hundred ten Thousand Pesos Only (Php 110,000.00).

**Prepared by:**



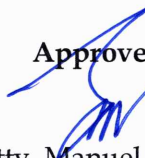
Fionamae Hilda V. Abainza  
*Administrative Officer IV, FPMD*

**Recommending Approval:**



Marilou C. Leelian  
*Chief, FPMD*

**Approved by:**



Atty. Manuel C. Satuito  
*Director IV, FAO*

**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\_\_\_\_\_