



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE  
BAC Resolution No. 148-2021, Series of 2021

**RECOMMENDING THE AWARD OF CONTRACT FOR THE ANNUAL EMPLOYEES'  
APPRECIATION DAY: PLAQUES**

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**WHEREAS**, the National Privacy Commission (NPC) is the agency mandated to enforce data privacy protection;

**WHEREAS**, NPC is mandated to administer and implement the provisions of the Data Privacy Act of 2012 (DPA) and to monitor and ensure compliance of the country with international standards set for data protection;

**WHEREAS**, in line with the approval of the Policy Guidelines on Awards and Incentives for Service Excellence (PRAISE) of the NPC, all deserving employees will be recognized and rewarded with monetary and non-monetary incentives during the Annual Employees' Appreciation Day scheduled on December 17, 2021;

**WHEREAS**, the Human Resource Development Division (HRDD) intends to procure plaques, which shall serve as a memoir for the employees to strive harder, pursue excellence, and continue personal development;

**WHEREAS**, this procurement has a Certificate of Availability of Funds (CAF) and has been confirmed to be existing in the FY 2021 Appropriations (RA 11520), programmed under the NPC FY 2021 APP Item No. 2021-0146 and with Approved Budget for the Contract (ABC) amounting to Php100,000.00;

**WHEREAS**, Section 53.9 of the Implementing Rules and Regulations (IRR) of R.A. 9184 recognizes Small Value Procurement (SVP) as a mode of procurement for goods where the amount does not exceed One Million Pesos (Php1,000,000.00);

**WHEREAS**, a Request for Quotation was posted in the PhilGEPS website, NPC website, and the NPC bulletin board on 23 November 2021, and was likewise sent to nine (9) suppliers via electronic mail, namely: Best Choice Enterprises, Silent Worker Marketing, Ban Bee Commercial Co., Inc., Mostaco Marketing, Ceboom Enterprises, Zioneys General Merchandise, DVK Philippines Enterprises, King of Kings Trading, and Work Habits Trading, but only the latter was able to submit a quotation;

**WHEREAS**, Token Avenue Trading submitted its quotation along with Work Habits Trading and both passed all the required eligibility;

**WHEREAS**, Token Avenue Trading has a bid price of Php78,000.00, while Work Habits Trading has a bid price of Php56,000.00;

*The original of this document (containing only the BAC member's signature) is in digital format*

Ref No.: 148-2021

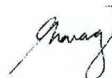
NPC\_BAC\_RESO-V1.0, R0.0, 05 May 2021

NOW, THEREFORE, for and in consideration of the foregoing, WE, the members of the NPC-BAC, hereby RESOLVE, as it is hereby RESOLVED, to recommend the award for the Annual Employees' Appreciation Day: Plaques to **Work Habits Trading** for passing all the required eligibility requirements and for having the lowest calculated and responsive quotation in the total amount of **Fifty-Six Thousand and 0/100 Pesos (Php56,000.00)**.

RESOLVED this 2nd day of December 2021 via videoconference meeting.


ATTEST:

  
Digitally signed by  
Espenilla Erwin  
Dejucos  
**ERWIN D. ESPENILLA**  
*Executive Assistant IV, OPC*  
BAC Member

  
Digitally signed by  
Narag Aurelle  
Dominic Espita  
**ATTY. AURELLE DOMINIC E. NARAG**  
*Executive Assistant IV, OPC*  
BAC Member


*on official business*  
**JONATHAN RUDOLPH Y. RAGSAG**  
*OIC-Chief, DSTSD*  
BAC Member

  
Digitally signed by  
Mendoza  
Ma Josefina  
Eusebio  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*Attorney IV, Legal Division*  
BAC Member

  
Digitally signed by  
Villasoto Ivy Grace  
Torres  
Date: 2021.12.09  
15:00:45 +08'00'  
**ATTY. IVY GRACE T. VILLASOTO**  
*OIC-Director, PPO*  
BAC Vice Chairperson

  
Digitally signed by Patula  
Maria Theresita Elnar  
Date: 2021.12.07 14:38:27  
+08'00'  
**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, LEO*  
BAC Chairperson

Approved:

  
**RAYMUND ENRIQUEZ LIBORO**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: 10 DEC 2021

Ref No.: 148-2021

The original of this document (containing only the BAC member's signature) is in digital format  
NPC\_BAC\_RESO-V1.0, R0.0, 05 May 2021



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

## NOTICE OF AWARD

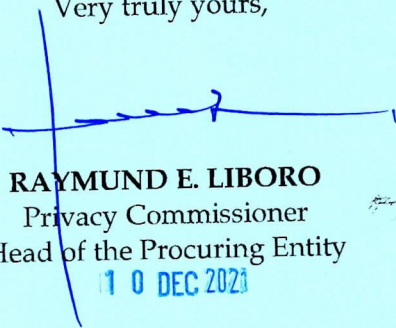
Date Issued: 10 DEC 2021

**Mrs. Theresa Joy Pamintuan-Araneta**  
*Sole Proprietor*  
Work Habits Trading  
Blk 1, Lot 5B, Dandelion St., Greenwoods,  
Executive Village, Cainta, Rizal

Dear **Mrs. Pamintuan-Araneta**:

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 148-2021 series of 2021, the contract for Annual Employees' Appreciation Day: Plaques amounting to **FIFTY-SIX THOUSAND AND 0/100 PESOS (PHP56,000.00)**, VAT inclusive, is awarded to **Work Habits Trading**, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

  
**RAYMUND E. LIBORO**  
Privacy Commissioner  
Head of the Procuring Entity

10 DEC 2021

Digitally signed by  
Raymund E. Liboro  
DN: cn=Raymund E. Liboro,  
ou=NPC

Conforme:

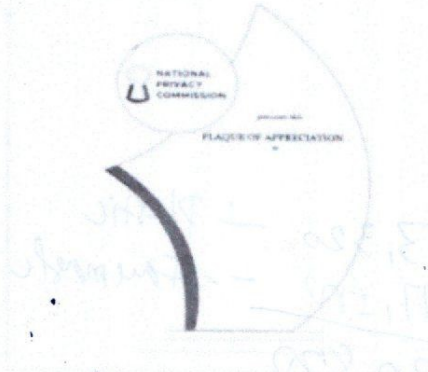


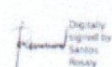
**Mrs. Theresa Joy Pamintuan-Araneta**  
*Sole Proprietor*  
Work Habits Trading  
Date: \_\_\_\_\_

Ref No.: 102-2021

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

## PURCHASE ORDER NATIONAL PRIVACY COMMISSION

Entity Name

Supplier : <u>WORK HABITS TRADING</u>		P.O. No. : <u>2021-12-0058</u>			
Address : <u>Block 5 Lot 5B Dandelion St., Greenwoods Executive Village, Camarines Sur</u>		Date : <u>13 DEC 2021</u>			
TIN : <span style="background-color: black; color: black;">XXXXXXXXXX</span>		Mode of Procurement : <u>Small Value Procurement</u>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>NPC OFFICE</u>		Delivery Term : on before 20 December 2021			
Date of Delivery : on before 20 December 2021		Payment Term : <u>LODAP-ADA</u>			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	Annual Employees' Appreciation Day: Plaques	1	56,000.00	56,000.00
<p><b>Specifications:</b></p> <p>Quantity: 40 pieces (Amount per piece: P=1,400.00)</p> <p>Plaques made of glass material with wooden base</p> <p>Approximate size: 8" width, 6" height and 3" depth (shape indicated in the photo below)</p> <p>With laser engraving</p> <p>Final design/contents will be provided by the NPC thru Human Resource Development Division</p> <p><b>SAMPLE DESIGN:</b></p>  <p><b>Payment and Delivery:</b> Payment shall be processed upon receipt of the Statement of Account Invoice/Billing and Delivery Receipt submitted by the supplier</p> <p>The supplier/manufacturer/distributor must deliver the goods or perform the services within the period as specified in the PO. If delays are likely to be incurred, the supplier/manufacturer/distributor must notify the Procuring entity in writing. It must state thereon the cause/s and duration of the expected delay</p> <p>All payment shall be subject to existing budgeting, accounting, and auditing laws, rules and regulations</p> <p>Delivery: <b>Delivery of Sample: on/before 17 December 2021</b> <b>Full delivery shall be made on/before 20 December 2021</b></p>					
<b>(Total Amount in Words)</b> FIFTY SIX THOUSAND PESOS ONLY					
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.					
NOTICE TO PROCEED: Notice is hereby given that by conforming to this Purchase Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.					
Contact Mr. Joel Pagulangan Jr. at (02)8234-2228 local 119 or email at <a href="mailto:ask@privacy.gov.ph">ask@privacy.gov.ph</a> for questions/delivery and other concerns.					
Conforme:		Very truly yours,		Digitally signed by Sabuito Manual Cortabitarte	
 <u>MS. THERESA V. PAMINTUAN-ARANETA</u> Signature over Printed Name of Supplier		 <u>ATTY. MANUEL C. SABUITO</u> Signature over Printed Name of Authorized Official		Digitally signed by Sabuito Manual Cortabitarte	
12-17-21 Date		Director IV, FAO Designation		 Digitally signed by Sabuito Manual Cortabitarte	
Fund Cluster : <u>01</u>		QRS/BURS No. : <u>02-101-2021-12-0554</u>			
Funds Available : <u>P 56,000.00</u>		Date of the QRS/BURS : <u>13 DEC 2021</u>			