



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

**PRINTING OF 2021 COMPENDIUM**

29 September 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **PRINTING OF 2021 COMPENDIUM (APP 2021-0202)**. 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., 03 October 2022**.

The service providers/suppliers must also submit the following requirements:

1. Copy of 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-22-00350

**TECHNICAL SPECIFICATION  
PRINTING OF 2021 COMPENDIUM**

| Item           | Unit            | QTY | Description/Specifications   | Approved Budget of the Contract<br>(Php 300,000.00)  |       | Compliance<br>(Manifest your compliance by writing "COMPLY" in every item) |
|----------------|-----------------|-----|--|--|-------|--|
|                |                 |     |  | Unit Price   | Total |  |
| 1              | lot             | 1   | <ul style="list-style-type: none"> <li>• Please refer to the "Technical Specifications" for:</li> </ul> <p><b>1. Technical Requirements/Specifications</b></p> |  |       |  |
|                |                 |     | <b>Quantity</b>  | 50 pcs   |       |  |
|                |                 |     | <b>Total no. of leaves (excluding the cover page and back page)</b>  | 400  |       |  |
|                |                 |     | <b>Total no. of inside pages</b>   | 800  |       |  |
|                |                 |     | <b>Size</b>  | B5   |       |  |
|                |                 |     | <b>Materials/Paper type</b>  | Inside page: 80gsm book paper<br>Cover Page: C2S 220lbs  |       |  |
|                |                 |     | <b>Process</b>   | Computer to plate, offset printing   |       |  |
|                |                 |     | <b>Color for inside pages</b>  | Black text print<br>Colored pages  |       |  |
|                |                 |     | <b>Color for cover page</b>  | <ul style="list-style-type: none"> <li>• Full color C2S 220lbs for cover material</li> <li>• With matte finished laminated</li> <li>• With spot UV varnish on graphics or similar to the available material of supplier</li> </ul> |       |  |
|                |                 |     | <b>Color for binding</b>   | Full color C2S 220lbs for binding  |       |  |
| <b>Binding</b> | Perfect Binding |     |  |  |       |  |

|              |  |  |                                      |                           |  |  |  |
|--------------|--|--|--------------------------------------|---------------------------|--|--|--|
|              |  |  | <b>Inclusion</b>                     | Provision of proof copy   |  |  |  |
|              |  |  | <b>Other</b>                         | File supplied by end-user |  |  |  |
|              |  |  | <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.
- 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. Payment shall be made upon issuance of Inspection and Acceptance Report.
- VI. Delivery of sample should be made within twelve (12) calendar days upon receipt of layout/design/material from the end-user.
- VII. Full delivery should be made within twenty-five (25) calendar days after approval of proof of copy.
- VIII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

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

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



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATIONS**

**PRINTING OF 2021 COMPENDIUM  
(APP Item No. 2021 - 0202)**

**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.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications, and website maintenance, and the provision of public services in the Commission. To fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects. In line with this, PIAD proposes the printing of the 2021 NPC Compendium.

**II. OBJECTIVES**

The NPC 2021 Compendium aims to:

- serve as a source of reference for dedicated Data Protection Officers, industries, privacy advocates, students of privacy, and anyone interested in data protection issues and privacy governance
- provide Personal Information Controllers (PICs) and Personal Information Processors (PIPs) a guidepost towards the aim of protecting personal data and help them uphold citizen's data privacy rights
- disseminate information materials about the Commission's issuances
- serve as a learning resource for participants of various NPC trainings/seminars such as the DPO ACE, DPO Briefing, etc.

### III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

|  | Specifications   |
|--|--|
| Quantity   | 50pcs  |
| Total no. of leaves (excluding the cover page and back page) | 400  |
| Total no. of inside pages                                    | 800  |
| Size   | B5   |
| Material/Paper type  | Inside pages: 80gsm book paper<br>Cover page: C2S 220lbs   |
| Process  | Computer to plate, offset printing   |
| Color for inside pages                                       | Black text print<br>Colored pages  |
| Color for cover page   | Full color C2S 220lbs for cover material<br>With matte finished laminated<br>With spot UV varnish on graphics or similar to the available material of supplier |
| Color for binding  | Full color C2S 220lbs for binding  |
| Binding  | Perfect binding  |
| Inclusion  | Provision of proof copy  |
| Other  | File supplied by end-user  |

### IV. PAYMENT AND DELIVERY

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.<br>Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307   |

**V. MODE 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 : Continuing General Appropriations Act FY2021 (RA11640)  
Continuing Annual Procurement Plan for FY 2021  
(APP Item No. 2021-0202)

Approved Budget  
for the Contract : Three Hundred Thousand Pesos Only (Php 300,000.00).

Prepared by:



Digitally  
signed by  
Covita Kent  
Joy Reyes

**KENT JOY R. COVITA**  
*Public Relations Officer I, 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:



**ATTY. MANUEL C. SATUITO**  
*Director IV, FAO*

*PSCO No. 038 s. 2022 Designation of Officer-in-Charge of the Office of the Executive Director  
and Data Protection Officer of the National Privacy Commission dated 30 August 2022*

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