



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

TECHNICAL WRITING (BASIC AND ADVANCE)

30 September 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **TECHNICAL WRITING (BASIC AND ADVANCE) (APP 2021-0222)**. 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., 04 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

<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-22-00374

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

**SCOPE OF WORK  
TECHNICAL WRITING (BASIC AND ADVANCE)**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 100,000.00)		Compliance (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 "Scope of Work" for:</li> </ul>			
			<b>1. Objectives</b> <b>Basic</b> <i>"See attached Scope of Work for the list"</i>			-
			<b>Advanced</b> <i>"See attached Scope of Work for the list"</i>			-
			<b>2. Scope of Work</b> <i>"See attached Scope of Work for the list"</i>			-
			<b>3. Qualification of Service Provider</b> <ul style="list-style-type: none"> <li>• Demonstrate expertise in the field of training and development in Technical Writing</li> </ul>			-
			<b>4. Contract Duration</b> 16 hours			-
			<b>5. 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 the Certificate of Acceptance of Output by the Inspection and Acceptance Committee.
- VI. Engagement shall commence within thirty (30) days from the issuance of Notice to Proceed/WO/Contract.
- VII. 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

SCOPE OF WORK  
SERVICE

TECHNICAL WRITING (BASIC AND ADVANCE)  
(APP No. 2021-0222)

**I. BACKGROUND**

As part of NPC's mandate to provide quality communication and education to the public, this training program is designed to promote a clear government communication that the readers and the public can understand and use. to upgrade the skillset of NPC technical writers adopting a writing that is clear, concise, well-organized, and consistent with other best practices appropriate to the subject or field and intended audience. this program also designed to educate and encourage NPC writers and communicators to avoid jargon, redundancy, ambiguity, and obscurity in the delivered outputs and learn practical tools to convert complex concepts into simple sentences for expert and non-expert audiences.

This Learning and Development (L&D) program addresses the competency gap of employees, and it maximizes the benefits of effective technical writing including public understanding and usefulness of government communications; Saving time, personnel resources, and money needed for clarification; improving customer service and efficiency; increasing compliance of the public with NPC requirements and reduces need for further enforcement and litigation.

**II. OBJECTIVES**

The objective of the training is to equip participants a basic to advanced competency level on written communication and further develop knowledge in technical writing.

Learning Objectives:

(Basic)

- Develop English writing ability
- Explain the stages of the writing process
- Organize written information
- Author a comprehensive letters, e-mail, memos, and reports
- Create messages that are friendly, persuasive and reader-oriented
- Edit and polish your writing for maximum impact

- Conveys a compelling central message to technical and non-technical audiences.
- Presents a written material that is clear, organized, and logical.
- Writes relevant technical written correspondence requiring qualitative and quantitative analysis.
- Evaluates and provides guidance and recommendations to improve other people's technical reports or documentation.

(Advanced)

- Conveys a compelling central message to technical and non-technical audiences.
- Presents a written material that is clear, organized, and logical.
- Writes relevant technical written correspondence requiring qualitative and quantitative analysis.
- Evaluates and provides guidance and recommendations to improve other people's technical reports or documentation.

## SCOPE OF WORK

1. Service Provider must conduct training for all identified participants.
2. The activity has training credits of at least Sixteen (16) hours of Technical Training.
3. Conduct pre-training alignment meeting with the end-user before the conduct of the training;
4. Customize and implement the training program and modules including Training Activity or Workshop;
5. The training shall have significant current intellectual and practical content on presentation skills that meets the training objective of NPC;
6. The activity shall be facilitated by a provider/facilitator with adequate professional experience;
7. Provide soft and hard copies of the substantive written materials/ modules and must be distributed to all participants before and after the conduct of the training
8. Provide Pre and Post Training Examination
9. Conduct and submit pre and post training assessment report;
10. Provide Training Terminal Report
11. Provide Trainers Professional Profile;
12. Provide Training Certificates to all attendees;

#### IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall be a credible service provider that conduct Training on Technical Writing. With the following criteria:

1. Demonstrate expertise in the field of training and development in Technical Writing; and
2. Must have PHILGEPS registration

#### V. CONTRACT DURATION

The engagement is for 16 training hours, which shall commence 30 days from the issuance of Notice to Proceed/WO/Contract.

The contract period may change depending on the availability of NPC and service provider.

#### VI. PAYMENT AND DELIVERY

Payment shall be made upon Issuance of the Certificate of Acceptance of Output by the Inspection and Acceptance Committee upon recommendation by the end-user and shall consistent with the following schedule:

% of Contract Cost	Activity	Deliverable/ Output	Schedule
100%	Completion of the conduct Training	Submission of the following: <ul style="list-style-type: none"><li>• Attendance Sheet</li><li>• Training Certificates</li><li>• Training Modules/Materials</li><li>• Training Speaker's Profile</li><li>• Pre and Post Training Assessment</li><li>• Terminal Report</li><li>• Recording of Session</li></ul>	To be announced
100%	TOTAL		100,000

Indicative delivery dates may be adjusted upon request from and approval of NPC. However, the contract shall be completed on or before 31 December 2022.

**VII. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Service. The mode of procurement shall be Alternative Mode through Negotiated Procurement - Small Value Procurement.

**VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

Source of Fund : Continuing General Appropriations Act FY2021  
(RA11640) NPC Continuing Annual Procurement Plan  
for FY 2021 (APP Item No. 2021-0222)

Approved Budget : One Hundred Thousand Pesos Only  
for the Contract (Php 100,000.00).

Prepared by:



Caila Eunice S. Bayron  
**Administrative Officer II**

Noted by:



Rosaly B. Santos  
**Chief Administrative Officer**

Approved by:



Atty. Manuel C. Satuito  
**Director IV, FAO**  
**OIC - Executive Director, OED<sup>1</sup>**

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<sup>1</sup> Privacy Commission Special Order No. 038 s. 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\_\_\_\_\_