



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

ANALYTICAL DECISION MAKING AND PROBLEM-SOLVING SKILLS  
(APP Item No. 2021-0225)

4 October 2022

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **ANALYTICAL DECISION MAKING AND PROBLEM-SOLVING SKILLS (APP Item No. 2021-0225)**. 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 PM., 7 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.

Ref No.: BAC-22-00375

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TERMS OF REFERENCE  
ANALYTICAL DECISION MAKING AND  
PROBLEM-SOLVING SKILLS**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 150,000.00)		Compliance (Manifest your compliance by <u>writing</u> "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> <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 of analytical decision making and decision making; and</li> </ul>				-
			<b>4. Contract Duration</b>				-
			<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 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. Payment shall be through send bill arrangement upon issuance of the Certificate of Completion and Acceptance unless different term is provided in the Scope of Work.
- 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, Pasay City.

CONFORME:

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

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

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Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

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SCOPE OF WORK  
SERVICE

ANALYTICAL DECISION MAKING  
AND PROBLEM-SOLVING SKILLS  
(APP Item No. 2021-0225)

**I. BACKGROUND**

Changes happen so fast in the world, specially changes in a way of providing civil service to the public due to the pandemic, plus the emergence of a variety of issues and problem that seemed endless work that demanded people to adopt and establish themselves, face situations and challenges, not to mention how the problems that arise must be solved immediately. This condition requires all people to think creatively and solve problem effectively. National Privacy Commission (NPC) identified this as one of the key areas of development for NPC concerned personnel to further develop and equip them in foundation of analytical decision making and effective problem solving.

Human Resource Development Division (HRDD) will conduct an In-House Learning and Development Program entitled Training on Analytical Decision Making and Problem-Solving Skills in a synchronous learning mood to be conducted online via MS Teams. This Learning and Development (L&D) program would help NPC employees to serve in excellence that would credit greater credibility and respect for the individual and to the Commission.

**II. OBJECTIVES**

This training aims to develop employee's analytical decision making and problem-solving skills by systematically identify the problem and analyze situations comprehensively to arrive at the best decision and solution that aligned with business priorities

- Know and apply effective methodologies to optimize the process and the quality of decision making and problem-solving with maximum effectiveness.
- Identify which situations to decide or solve problems individually and/or in groups
- Conduct root cause and stream analysis.

- Analyze and understand situations more comprehensively and proactively Anticipate potential problems, assess risks, and weigh alternatives to come up with the best decisions (SWOT Analysis).
- Effectively communicate decisions, reducing resistance and promoting adherence.

### III. SCOPE OF WORK

1. Service Provider must conduct training for all identified participants.
2. Conduct activity that has training credits of at least Sixteen (16) hours of technical, leadership and managerial 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 that 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 training provider with the following criteria:

1. Demonstrate expertise in the field of training and development of analytical decision making and decision making; 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 be 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		150,000

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. 2021-0225)

Approved Budget for the Contract : One Hundred Fifty Thousand Pesos Only. (Php 150,000.00)

Prepared by:

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

Noted by:

Rosaly B. Santos  
**Chief Administrative Officer**

Approved by:

Digitally signed  
by Satuito Manuel  
Cortabitarte

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.: \_\_\_\_\_

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Book No.: \_\_\_\_\_

Series of 20\_\_\_\_\_