



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

**REQUEST FOR QUOTATION**

**LEASE OF VENUE**

26 October 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **LEASE OF VENUE (APP 2021-0234)**. 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 **8:00 AM., 28 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. Income/Business Tax Return of the preceding year<sup>1</sup>; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Evaluation and Selection Criteria: Bid proposals/quotations shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue under Annex H - Appendix B (D) of the 2016 Revised Implementing Rules and Regulations of RA 9184. Only the proposals of service providers/lessors with a weighted average of at least eighty-five percent (85%) shall be considered as responsive.

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> Except for government agencies as lessors, pursuant to Annex H - Appendix A of the 2016 Revised Implementing Rules and Regulations of RA 9184.

**SCOPE OF WORK  
LEASE OF VENUE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 250,000.00)		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. Scope of Work</b>			
			<b>Quantity</b>	Thirty-three (33) Pax		
			<b>Date</b>	November 08-11, 2022		
			<b>Meal</b>	Complimentary Breakfast Morning Snack Lunch Afternoon Snack Dinner		
			<b>Within Metro Manila or within nearby areas</b>			
			<b>Complimentary Parking Slots</b>			
			<b>Venue</b>	"See attached Scope of Work for the description"		
			<b>2. Contract Duration</b>	8-11 November 2022		
<b>3. 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. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VI. 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.

Conforme:

By::

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

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

Ref No.: BAC-22-00541

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

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



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**SCOPE OF WORK  
SERVICE**

**LEASE OF VENUE  
(APP Item No. 2021-0234)**

**I. BACKGROUND**

Relative to the continuous efforts of the Commission in upskilling the NPC first-line supervisors and managers by providing relevant Learning and Development Program and in view of the letter of confirmation from Civil Service Commission (CSC) dated 12 April 2022 to conduct In-House Supervisory Development Course Track 1 in Metro Manila to National Privacy Commission (NPC) officials and employees facilitated by Civil Service Commission - National Capital Region (CSC-NCR).

NPC needs venue for the conduct of Supervisory Training entitled Supervisory Development Course Track 1 2022 considering the limited capacity of NPC office facilities. The lease of venue for this cause can accommodate the number of participants; can also give positive effect on the morale of the attendees and can remove the participants from the distractions of their day-to-day activities, allowing them to focus on the program without breaking their immersion in the subject.

Thus, NPC will procure the lease of venue following the arrangement/procedure of "Ordering Agreement" Pursuant to the Government Procurement Policy Board (GPPB) Resolution No. 01-2012 dated 27 January 2012 and appendix 26 of the revised implementing Rules and Regulation (IRR) of the Republic Act no. 9184 which is otherwise known as the "Revised Guidelines on the Use of Ordering Agreement."

**II. OBJECTIVES**

By the end of this program, the end user will be able to conduct the SDC 1 and enhance the leadership competency to the higher level.

### III. SCOPE OF WORK

1. Service Provider must provide accommodation for thirty-three (33) pax on 8-11 November 2022
2. Service Provider must provide the following types of meal;
  - a. Complimentary Breakfast
  - b. Morning Snack
  - c. Lunch
  - d. Afternoon Snack
  - e. Dinner
3. Provider must be within Metro Manila or within nearby areas;
4. Provider must provide complementary parking slots for NPC
5. Provider must have sanitation and health condition license/permit and the facilities are properly maintained
6. Provider must meet the 85% passing rate / rating factor.

#### Venue

1. Provider's venue must in a good and well-maintained building facilities
2. Service Provider must provide the following functionality;
  - A. One (1) Air-conditioned conference/function room that can accommodate enough space for the group of Thirty-three (33) participants (banquet set up) with Provision of the following
    - Sound Audio System
    - Widescreen and LCD projector
    - Unlimited Wi-Fi internet connection
    - Whiteboard with markers and eraser, pads, and pencil
    - At least four microphones
    - Mint/candies; and
    - Free-flowing brewed -coffee and/or tea during the activities
  - B. Venue with good lighting and well-ventilated function or conference room
  - C. Venue with space requirement that can accommodate thirty-three pax (banquet set-up) with health and safety protocol in place
  - D. Check in time 08 November 2022, 2:00 PM and check-out time 11 November 2022 5:00 PM

### IV. QUALIFICATION OF SERVICE PROVIDER

The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by the Bids and Awards Committee.

**V. CONTRACT DURATION**

The engagement is for four (4) days, three (3) nights from 8:00 am – 5:00 pm, which shall commence from 08 November 2022 until 11 November 2022,

**VI. PAYMENT AND DELIVERY**

1. Delivery of the services will be on 8-11 November 2022
2. NPC shall issue PO/NTP to the winning supplier
3. 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.

Indicative delivery dates may be adjusted upon request from and approval of NPC. However, the contract shall be completed on or before 05 December 2022.

**VII. MODE AND NATURE OF PROCUREMENT**


This shall be procurement of service. The mode of procurement shall be Lease of Real Property or Venue.

**VIII. 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. 2021-0234)

Approved Budget  
for the Contract : Two Hundred Fifty Thousand Pesos Only (Php 250,000.00).


Prepared by:

  
Sgd. Caila Eunice S. Bayron  
**Administrative Officer II, HRDD**

Recommending Approval:

  
Rosaly B. Santos  
**Chief Administrative Officer, HRDD**

Approved by:

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