



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

ANNUAL EMPLOYEES' APPRECIATION DAY (DECEMBER) - TOKEN

4 November 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **ANNUAL EMPLOYEES' APPRECIATION DAY (DECEMBER) - TOKEN (APP 2022-0053)**. 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., 11 November, 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-22-00599

**TECHNICAL SPECIFICATION**  
**ANNUAL EMPLOYEES' APPRECIATION DAY (DECEMBER) - TOKENS**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 350,000.00)		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 "Technical Specification" for:</li> </ul>			
			<b>1. Technical Requirements/Specification</b>			
			Quantity must not be lower than <b>250 packs</b>			
			<b>Item inclusion Per Pack</b>	<b>Quantity per Pack</b>		
			<b>Burlap Bag</b> "See attached Technical Specification for the description"	1 pc		
			<b>Cheese Ball</b> "See attached Technical Specification for the description"	1 pc		
			<b>Christmas Ham</b> "See attached Technical Specification for the description"	1 pc		
			<ul style="list-style-type: none"> <li>Shall allow FREE use of freezer in their warehouse/store for at least two (2) weeks storage</li> </ul>			
			<b>Double wall mug in 375ml</b> "See attached Technical Specification for the description"	1 pc		
			<b>Cutlery Set</b> "See attached Technical Specification for the description"	1 pc		
			<b>100g ground coffee</b> "See attached Technical Specification for the description"	1 pc		
<b>Burlap Bag</b> "See attached Technical Specification for the description"	1 pc					
<b>2. Warranty</b> – shelf life of perishable goods: <ul style="list-style-type: none"> <li>Ground Coffee</li> <li>Cheese Balls</li> <li>Christmas Hams</li> </ul>						
<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. Sample Product must be presented to the End-User for approval within ten (10) calendar days from the receipt of PO.
- VII. Full Delivery of Non-perishable shall be made fifteen (15) workdays from approval of sample.
- VIII. Delivery of Perishable goods shall be made on December 09, 2022, if not fully delivered, shall allow FREE use of freezer in their warehouse/store for at least two (2) weeks storage.

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

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



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

ANNUAL EMPLOYEES' APPRECIATION DAY (DECEMBER) - TOKEN  
(APP Item No. 2022 - 0053)

**I. BACKGROUND**

The National Privacy Commission (NPC) is the country's privacy watchdog: an independent body mandate to administer and implement the Data Privacy Act of 2021 and to monitor and ensure compliance the country with international standards set for data protection. The law was passed in 2012, but it was only in 2016 that the first Privacy Commissioner was appointed, and the secretariat was formed.

In its pursuit of achieving its vision as the world-class regulatory and enforcement agency upholding the right to privacy and data protection while ensuring the free flow of information and commitment to excellence, its workforce have been working hard with dedication. They have served as the backbone that dedicated their time, and support to realizing its goal.

At the end of each year, it is worthy to recognize the contribution of its employees to the attainment of the agency's mission and vision. This year might be less challenging than the previous, but the COVID-19 pandemic still posed risks to employees, but the NPC was able to deliver its services to the Filipino people. It is also worth recognizing the support that the NPC received from its stakeholders, that has also particularly helped in the achievement of its goals.

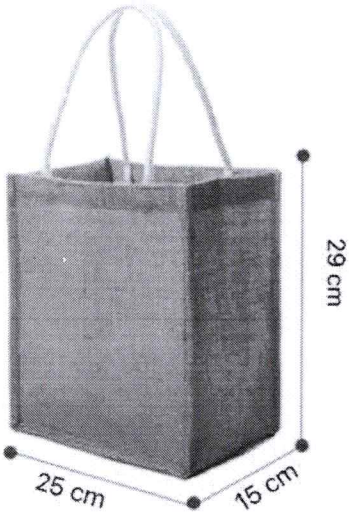
**II. OBJECTIVES**


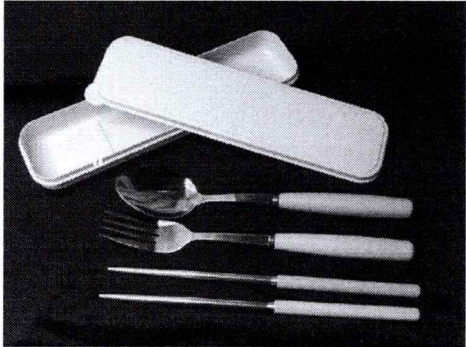
To procure tokens of appreciation to NPC employees and stakeholders for their untiring service and support the achievement of the mission and vision of the organization.

**III. TECHNICAL REQUIREMENTS / SPECIFICATIONS**

**A. Technical Specifications:**

- **1 lot**, offer must not be lower than **250 packs**
- Each pack should contain the following:

Item No.	Description	Quantity
1	<p>Burlap bag  Dimensions: H 29 cm x L 25 cm x W 15cm  Material: 100% pure natural jute, biodegradable, waterproof, and the bottom are wear-resistant. Environment-friendly and breathable  Color: Natural brown with white handle</p> 	1
2	<p>Cheese Ball  500 g  Ball-shaped pasteurized cheese dipped in red wax  Firm and smooth in texture and easy to slice and grate  Has moderate sourness and strong edam flavor  Shelf life of not less than eight (8) months  With individual boxes</p>	1
3	<p>Christmas Ham  500g  Premium 100% boneless ball ham (not restructured or glued together) made of pure premium meat that is firm and tender  Cured with adequate blend of spices and steamed to produce fully tenderized ham  Sugar or pineapple glazed  Flavor is a blend of sweetness and saltiness  Prime whole muscle ham  Vacuum packed with individual boxes  Shelf life of not less than six (6) months</p> <p>Shall allow FREE use of freezer in their warehouse/store for at least two (2) weeks storage</p>	1

4	<p>Double wall mug in 375ml          Double Layer, Heat Resistant          Material: Borosilicate glass          Cover: Bamboo with laser engraved NPC logo          Packing: with individual box</p> 	1
5	<p>Cutlery set          Bamboo handle          Stainless steel spoon and fork material</p> 	1
6	<p>100 g ground coffee          Packed in resealable stand-up pouch with window          Packaging should be water-resistant to protect the contents from water splashes and vapor          Packaging should be heat sealed upon delivery</p>	1

1. The Supplier must have PHILGEPs registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by BAC Secretariat.
2. *Warranty - shelf life of perishable goods indicated in the technical requirements*

#### IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Sample products (non-perishables) mugs engraved with NPC logo, bags, and cutlery sets must be presented to the End-user for approval	Sample quantity	Within ten (10) calendar days from the receipt of the PO	Notification via email or thru Supply Officer
Full delivery of non-perishables (bags, coffee mugs, cutlery set)	1 lot	15 workdays from approval of the sample or on/before 01 December 2022, whichever comes first	Delivery Receipt
Ground coffee, cheese balls and Christmas hams (perishable)	To be confirmed by end user	December 9, 2022 12:00pm (if not fully delivered, see requirement on the FREE use of freezer in the supplier's warehouse/store for at least two (2) weeks as indicated in the description)	Delivery Receipt

**Place of Delivery:** NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made when the Goods have been delivered in accordance with the signed contract and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee.

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

Charged to FY2022 budget, under APP Item No. 2022-0053 with Small Value as the mode of procurement.

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

Source of Fund : FY 2022 General Appropriations  
NPC Annual Procurement Plan FY 2022 (APP Item No. 2022-0053)

Approved Budget for the Contract : Three Hundred Fifty Thousand Pesos Only (Php 350,000.00).

**Prepared by:**



Digitally signed by Tavora Maria  
Donabella Atienza  
Date: 2022.10.18 10:29:13 +08'00'

**MARIA DONABELLA A. TAVORA**  
**Supervising Administrative Officer**

**Noted by:**



Digitally signed  
by Santos Rosaly  
Balsote

**ROSALY B. SANTOS**  
**Division Chief**

**Approved by:**



Digitally signed by Satuito  
Manuel Cortabitarte  
Date: 2022.10.18 12:10:10  
+08'00'

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



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