



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

LEASE OF VENUE  
JOINT CYBER SECURITY WORKING GROUP

22 November 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **LEASE OF VENUE - JOINT CYBER SECURITY WORKING GROUP (APP 2022-0145)**. 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., 24 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. 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 ninety percent (90%) 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

<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.

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

Ref No.: BAC-22-00644

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  
LEASE OF VENUE  
JOINT CYBER SECURITY WORKING GROUP**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 432,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>every item</u> )
				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>			
			A. Event Venue <ul style="list-style-type: none"> <li>• December 01, 2022</li> <li>• 10:00 AM - 05:00 PM</li> </ul> <i>"See attached Scope of Work for the description"</i>			
			B. Food <ul style="list-style-type: none"> <li>• Buffet meal for 90 pax</li> <li>• For PM Snacks</li> </ul> <i>"See attached Scope of Work for the description"</i>			
			C. Events' Video System and Audio Equipment <ul style="list-style-type: none"> <li>• Video System</li> <li>• Audio Equipment</li> <li>• Light System</li> </ul> <i>"See attached Scope of Work for the description"</i>			
			<b>2. Professional Fees and Terms of Payments</b> <i>"See attached Scope of Work for the description"</i>			
<b>3. Confidentiality and Ownership</b> <i>"See attached Scope of Work for the description"</i>						
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.

- IV. 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.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. 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.

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

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



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

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**SCOPE OF WORK**

**LEASE OF VENUE  
JOINT CYBER SECURITY WORKING GROUP  
(APP Item No. 2022-145)**

**I. BACKGROUND**

Established in August 2016, the JCSWG was created by the partnership between the Office of the Legal Attaché (LEGAT) in Manila, partnering with the U.S. Department of State, the Philippine Government, and private sector companies to promote intelligence sharing and policy development through training and technical assistance to law enforcement personnel, to enhance Philippine law enforcement operations related to cyber security. Last September 2022, JCSWG started conducting a face-to-face conference.

Since 2018, The National Privacy Commission, through its Enforcement Division, has been hosting the Joint Cybersecurity Working Group (JCSWG) during November/December in which it invites national agencies, local and international, as well as the private sector to participate in tackling trends that concern Data Privacy within the Philippines and abroad.

**II. OBJECTIVES**

Given that there is a rise in cybersecurity matters and data privacy concerns due to the ongoing hybrid set-ups of both the government and private sector, the JCSWG 2022 will focus on the collaboration of multiple agencies from local, international, and private sectors to discuss and mitigate the threats, if not, create a system that can be used to provide innovative ideas in facing the threat. Specifically, to:

1. Introduce the latest trends and cybersecurity issues that affect Data Privacy locally and internationally;
2. Discuss the relevant law, especially the SIM Card Registration Act;
3. Strengthen the networking and between NPC and other sectors;
4. Emphasize the importance of collaboration in exchanging innovative ideas concerning the growing cyber threat environment;
5. Provide technical solutions to mitigate the security risks that threaten Data Privacy.

### III. SCOPE OF WORK

The NPC-Enforcement Division requires a venue to conduct a gathering of different agencies Local and International which relates to the Data Privacy Act 2012. We will conduct a hybrid approach which is Face to Face and Digital via MS Teams or Zoom. This is to ensure the safety of the guest and speakers and to comply with Covid-19 Safety Protocols. The inclusions for the "Lease of Venue" include:

- A. Event Venue;
- B. Food;
- C. Events' Video System and Audio Equipment Specifically, the inclusions are as follows:

#### A. Event Venue

The event venue shall possess world-class facilities and equipment which meet international standards and is operated by an experienced and professional staff who can meet the requirements of sophisticated domestic and foreign clientele. Preference is with publicly owned real property or conference venues from other government agencies as provided in Memorandum Circular 14 dated 14 February 2017 from the Office of the President of the Philippines.

The specifications are as follows:

- i. **Capacity:** The venue must accommodate at least 90 guests with 10 to 15 crew that will assist in the equipment of the event as well as the logistics;
- ii. **Location:** Must be located within Pasay City Metro Manila;
- iii. **Security:** Shall provide and maintain security for building perimeter areas and internal patrols for common areas;
- iv. **Internet provision:** can provide bandwidth with at least 100mbps;
- v. **Others:** Sufficient air-conditioning and adequate lighting facilities for a 5-hour event;
- vi. Adequate and clean Comfort Rooms for both male and female with PWDs Facilities
- vii. Sign and standees for reference and guidance;
- viii. Physical Arrangement/Layout Plans.

Appropriate stage set-up in compliance with the plan that will be provided by the end-user, including:

- D. Stage Platform set-up;

- E. Seats for Speakers;
- F. Chairs and tables for audiences, technical booth, and staff.
  
- ix. Must provide a registration booth;
- x. Must provide a holding area for Guest Speakers;
- xi. Availability of venue on December 1, 2022, from 10:00 AM- 5:00 PM;
- xii. Allows ingress and egress for the set-up.

**B. Food**

- 1. Provide food for Guests and Speakers:
  - Buffet meal for 90 pax to be served for event guests;

For PM Snacks:

- 1. One Pasta;
- 2. Appetizers/ Finger Food;
- 3. Salad;
- 4. Pastry/Sandwich;
- 5. Soda or iced tea;
- 6. Continuous coffee service.

**Note:**

- Provision of meals to persons with prescribed diet or food restrictions (due to religious and medical reasons) without minimum order requirements;
- Snacks must be served from 3:00-3:30 PM;
- Complete set of dining materials;
- Available waiters.

**A. Events Video System and Audio Equipment**

- Provide Video and Audio system during the half-day event
  
- Video System
  - A. 1 set LED Wall (9ft X 12ft) Place in Center;
  - B. 1 unit Data Video 4Channel Video Mixing Board 1 Extron Scan Converter;
  - C. 1 unit Video Splitter Amplifier;
  - D. 1 lot Video Cables, Connectors & Wires;
  - E. 1 unit 22" Flat Screen TV Monitor;

- F. 1 set Platform (4ft X 12ft) w/ Skirting;
- G. 2 sets Video Camera (for LIVE FEED & Docs).

- Audio Equipment

- A. 4 units VRX 900 Powered Speaker;
- B. 4 units Speaker Stand;
- C. 1-unit Digital Mixer;
- D. 4 units Wireless Microphone;
- E. 1 lot Microphone Stand.

- Lights System

- A. 4 units LED Lights;
- B. 8 units LED PAR Lights;
- C. 2 units PAR Stand w/ T bar.

ii. Provide at least 15 crew members that will:

- Manage and ensure fully functioning on-site technical requirements for a half-day event;
- Coordinate with the NPC-Enforcement Division on the delivery of the video system, and Audio equipment. Coordinate and provide debriefs/briefings for the NPC technical committee;
- Act as the technical staff/crew in charge of staging and technical set-up;
- Provide, manage, and execute the ingress/ egress and technical dry run of the event to ensure that all technical requirements are met.

#### **IV. PROFESSIONAL FEES AND TERMS OF PAYMENTS**

1. Delivery of the services will be on December 1, 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.

#### **V. CONFIDENTIALITY AND OWNERSHIP**

1. The Lease of the Venue provider shall hold and maintain the confidentiality of all materials, references, data, and other related information, whether in document or

electronic form, which shall come into its possession concerning and as a consequence of the service contract.

2. Upon completion/ termination of the service contract, all materials, references, data, and other related information, whether in document or electronic form, in the possession of the Lease of the Venue provider shall be immediately inventoried and returned to the NPC.


#### VI. MODE AND NATURE OF PROCUREMENT

- The nature shall be the procurement of Service.
- The mode of procurement shall be the Lease of Real Property and Venue.

#### 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. 2022-145)
- Approved Budget        Four Hundred Thirty-Two Thousand Pesos Only  
for the Contract            (Php 432,000.00).


**Prepared by:**

  
Digitally signed  
by Zingapan  
Tristan Miguel  
Sandoval  
Tristian Miguel S. Zingapan  
**Legal Assistant II, Enforcement Division**

**Recommending Approval:**

  
Digitally signed by  
Cabatu Rodolfo  
Sandoval Jr.  
Date: 2022.11.21  
11:04:41 +0800  
Atty. Rodolfo S. Cabatu Jr.  
**Chief, Enforcement Division**

**Approved by:**

  
Digitally signed by  
Patula Maria  
Theresita Elnar  
Dir. Maria Teresita E. Patula  
**Director IV, Legal and Enforcement Office**