



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

ANNUAL EMPLOYEES' APPRECIATION DAY (DECEMBER) - PLAQUES

23 November 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **ANNUAL EMPLOYEES' APPRECIATION DAY (DECEMBER) - PLAQUES (APP 2022-0052)**. 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., November 28, 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; and
3. Manifestation of compliance to the attached technical specification signed by your authorized representative¹.

Please submit your quotation together with the required documents via e-mail to 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

¹ Please submit proof of authority.

For sole proprietorship – duly notarized Special Power of Attorney (if authorized representative)

For partnership, corporation, cooperative, or joint venture – duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney (whichever is applicable)

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: BAC-22-00645

5th 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 Tel No. 8234-2228

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

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 80,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 			
			1. Technical Requirements/Specification			
			Quantity must not be lower than 25 pieces			
			<ul style="list-style-type: none"> • Plaque made of glass materials with laser engraving • Wooden Base • Approximate size: 8" width, 9" height and 3" depth 			
			2. Supplier's Qualification			
3. Payment and Delivery						
TOTAL						

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, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Sample Product must be presented to the End-User for approval within ten (10) calendar days from the receipt of PO.
- VIII. Full Delivery shall be on or before 09 December 2022.

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) - PLAQUES
(APP Item No. 2022 - 0052)**

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 2012 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.

In line with the approval of the Policy Guidelines on Awards and Incentives for Service Excellence (PRAISE) of the NPC, all deserving employees will be recognized and rewarded with monetary and non-monetary incentives during the Annual Employees' Appreciation Day, scheduled on 09 December 2022. The plaques as non-monetary incentive shall serve as a memoir for the employees to strive harder, pursue excellence and continue personal development.

II. OBJECTIVES

To procure plaques as token of appreciation for the NPC employees who has served loyal to the country and this agency, and in recognition of hard work and dedication for awarding during the Annual Employees' Appreciation Day.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

A. Technical Specifications:

1. Plaques made of glass material with laser engraving
2. Wooden base
3. Approximate size: 8" width, 9" height and 3" depth (shape indicated in the photo below)



4. Final contents will be provided by the NPC thru the Human Resource Development Division
5. Quantity: 1 lot, offer must not be lower than **25 pieces**.
6. Supplier's qualification: 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.

IV. PAYMENT AND DELIVERY

Full delivery shall be on or before 09 December 2022.

Approval of samples shall be 7 days after the Award of Contract to the winning supplier.

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. 2022-0052 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. 2022-0052)

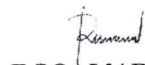
Approved Budget for the Contract : Fifty Thousand Pesos Only (Php 50,000.00).

Prepared by:


 Digitally signed by Tavora
Maria Donabella Atienza
Date: 2022.11.07 19:32:44
+08'00'

MARIA DONABELLA A. TAVORA
Supervising Administrative Officer

Noted by:

 Digitally signed
by Santos
Rosaly B. Santos
ROSALY B. SANTOS
Division Chief

Approved by:

 Digitally signed by
Satuito Manuel
Cortabitarte
ATTY. MANUEL C. SATUITO
Director IV, FAO