



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

LEASE OF VENUE WITH CATERING

29 November 2022

MR. RENATO B. PADILLA
General Manager
Philippine International Convention Center
PICC Complex, Pasay City

Re: Request for Quotation

Dear :

The National Privacy Commission intending to engage the service of Philippine International Convention Center for the procurement of Lease of Venue with Catering **(2022-0125)**. As such, we would like to request your quotation for the said engagement, the details of which is discussed in the attached Scope of Work.

Please submit your quotation and your manifestation of compliance to the attached Scope of Work via e-mail to bacsecretariat@privacy.gov.ph **on or before 1 December 2022, 1:00 PM.**

Sincerely,

ATTY. MA. FRANCES AIRA SY
BAC Secretariat Head
National Privacy Commission

**SCOPE OF WORK
LEASE OF VENUE WITH CATERING**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 400,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY"</u> in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the attached "Scope of Work" for: 1. Scope of Work <ul style="list-style-type: none"> • Venue Set-up: stage platform, basic lights, and sound system, LED Wall, (9ft x 12ft), roundtable set-up for guests, venue with aircon • Food: PM snacks with free-flowing coffee, pass-around appetizers, and Buffet dinner with at least two (2) viands • Guests: 220 pax 2. Contract Duration 1 day – 9 December 2022 2:00 PM – 7:00 PM 3. Payment and Delivery 			- _____
TOTAL						- _____

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. Payment shall be processed upon receipt of monthly billing statement and upon issuance of Certificate of Acceptance of Output by the end-user.
- VI. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

LEASE OF VENUE WITH CATERING
(APP Item No. 2022 - 0125)

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. Particularly this year, that despite the challenges brought about by the COVID-19 pandemic, 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.

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.

II. OBJECTIVES

To procure lease of venue with catering for the conduct of Employees' Appreciation Day.

III. SCOPE OF WORK

Technical Requirements:

Event Title: Employees' Appreciation Day

Reference No.: HRDD-22-02671

NPC_BAC_SOW-S-V1.0, R0.0, 25 January 2022

Date/Time: 09 December 2022, 2:00pm – 7:00pm

Venue: Must be within Pasay City

Venue Setup: Stage platform, basic lights, and sound system,
LED Wall (9ft x 12ft), Round table setup for guests, venue
with aircon

Food: PM Snacks with free-flowing coffee, pass around appetizers and
Buffet Dinner with at least two (2) viands

Number of attendees: 220 pax

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 BAC Secretariat.

V. CONTRACT DURATION

The engagement is for one (1) day, which shall commence from the issuance of Contract.

The contract period may change depending on the directive of the Privacy Commissioner, state of national emergency and/or other unforeseen circumstances.

VI. PAYMENT AND DELIVERY

If output-based payment: Payment shall be made upon Issuance of the Inspection and Acceptance Certificate by the Inspection and Acceptance Committee upon recommendation by the end-user after the conduct of the activity.

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: *Agency to Agency*

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

Source of Fund : Maintenance and other operating expenses, NPC FY2022 Annual Procurement Plan (APP Item No. 2022 - 0125)

Approved Budget for the Contract : Four Hundred Thousand Pesos Only (Php 400,000.00).

Prepared by:

 Digitally signed by
Tavora Maria Donabella
Atienza

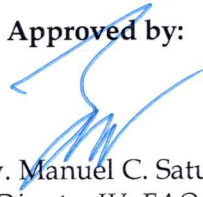
Maria Donabella A. Tavora
Supervising Administrative Officer, HRDD

Recommending Approval:

 Digitally signed
by Santos
Rosaly Balsote

Rosaly B. Santos
Chief Administrative Officer, HRDD

Approved by:



Atty. Manuel C. Satuito
Director IV, FAO