



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

NPC PIN

29 November 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **NPC PIN (APP 2021-0235)**. 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., December 02, 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. 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)

Ref No.: BAC-22-00708

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION
NPC PIN**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 30,000.00)		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 lower than 150 pcs			
			<ul style="list-style-type: none"> Collar pins, customized with NPC and PH Flag Logo Shape is custom, hard enamel Size is as shown in the photo "See attached Technical Specification for the reference" 			
			2. Payment and Delivery <ul style="list-style-type: none"> Full delivery not later than 15 December 2022 			
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 15 December 2022.

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

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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

NPC PIN
(APP Item No. 2021-0235)

I. BACKGROUND

The National Privacy Commission (NPC) is the country's privacy watchdog: an independent body mandated 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 joining the Commission should have been given proper orientation as to his/her individual roles and functions, his/her work environment and how he/she will adapt with the organization so that he/she can contribute effectively to the organization's goals and mandate. The HRDD developed an onboarding program wherein all newly hired personnel are briefed about NPC, its structure and functions, its policies and other necessary information a newly hired must be familiar with. Part of the onboarding program is the donning of pin and oath of office of newly hired specifically during NPC's Flag Raising Ceremony.

An on-boarding process will initiate employee engagement and will ensure the employee engages with other NPC employees from day one on the job.

It is critical to the success of a new employee and the organization. On-boarding is a collaborative process that includes number of Office/Divisions with specific onboarding responsibilities.

II. OBJECTIVES

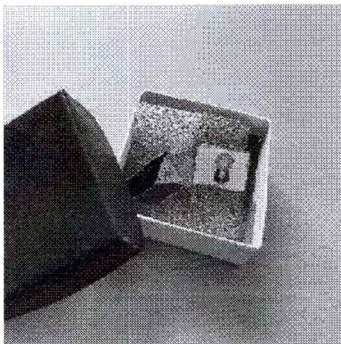
To procure NPC Pin for newly hired personnel to be given during the assumption to office as part of the onboarding program of HRDD.

III. TECHNICAL REQUIREMENTS/ SPECIFICATIONS

A. Technical Specifications:

The items shall be in an individual box with the following descriptions:

1. Collar pins, customized with NPC and PH Flag logo
2. Shape is custom, hard enamel
3. Size is as shown in the photo
4. Must have individual packaging
5. **1 lot, offer must not below 150 pcs**



IV. PAYMENT AND DELIVERY

1. Sample product must be presented within 10 working days after the signing of Purchase Order/Contract/Work Order
2. Full delivery not later than **15 December 2022**
3. Place of delivery at NPC, 5th Floor, Philippine International Convention Center, Pasay City
4. The NPC-HRDD shall process the payment upon receipt of the following documents submitted by the supplier:
 - Statement of Account/Invoice/Billing
 - Delivery Receipt
5. All payments shall be subject to existing budget, accounting and auditing rules and regulations.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

Charged to FY 2021 budget, under APP Item No. 2021-0235 with Small Value as the mode of procurement.

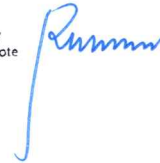
VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : Continuing Annual Procurement Plan FY 2021 FY 2021
(APP Item No. 2021-0235)


Approved Budget
for the Contract : Thirty Thousand Pesos Only
(Php 30,000.00)

Prepared by:

 Digitally signed by
Santos Rosaly Balsote
ROSALY B. SANTOS
Chief, HRDD



Recommending Approval by:


ATTY. MANUEL C. SATUITO
Director IV, FAO

Approved By:


ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV





