



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
PROFESSIONAL SERVICES
**(HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR-
WORKSHOP)**

24 March 2023

RONALDO V. POLANCOS
1476 Pagkakaisa St., Kasilawan, Makati City
rvpolancos@yahoo.com

Dear Mr. Polancos:

The National Privacy Commission intends to engage your services for the procurement item: **PROFESSIONAL SERVICES (HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR WORKSHOP)** under **APP Item No. 2023-0046**. As such, we would like to request your quotation for the said engagement, the details of which is discussed in the attached Terms of Reference.

A Highly Technical Consultant must submit the following requirements:

1. BIR Certificate of Registration;
2. PhilGEPS Registration Number;
3. Signed Resume or Curriculum Vitae;
4. Signed updated Personal Data Sheet (PDS); and
5. 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 on or before 05:00PM, 30 March 2023.

Sincerely,

Digitally signed
by Medalla Joan
Therese Caragay

JOAN THERESE C. MEDALLA
BAC Secretariat Head
National Privacy Commission

Ref No.: BAC-23-00175

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

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

**TERMS OF REFERENCE
PROFESSIONAL SERVICES
(HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR-
WORKSHOP)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 800,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> • Please refer to the "Terms of Reference" for: 			
			1. Scope of Services <i>"See attached Terms of Reference for the description"</i>			
			2. Qualification of Consultant <i>"See attached Terms of Reference for the description"</i>			
			3. Contract Duration 6 months which shall commence from the receipt of the Notice to Proceed by the Consultant			
			4. Payment and Delivery The Payment will be through progress billing in accordance with the schedule stated below. Payment shall be made upon submission of the Accomplishment Report per training module and Acceptance of Final Outputs by the Quality Management Representative at the end of each module, as follows:			
			Module 21: Business Process Review and Analysis	Within three (3) months from the receipt of the Notice to Proceed (NTP)		
			Module 22: Capacity Building	Within six (6) months from the receipt of the Notice to Proceed (NTP)		
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 BIR Certificate of Registration and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to 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 through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.

- VI. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Delivery shall be made within fifteen (15) working days from receipt of the Notice to Proceed.

CONFORME:

BY:

(Name of Supplier/Provider/Date)

(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

PROFESSIONAL SERVICES (HIGHLY TECHNICAL CONSULTANT FOR THE
CONDUCT OF SEMINAR-WORKSHOP)

(APP Item No. 2023 - 0046)

I. BACKGROUND

The National Privacy Commission (“NPC” or the “Commission”) is an independent body mandated to administer and implement the Data Privacy Act of 2012 (DPA), and to monitor and ensure compliance of the country with international standards set for data protection.

In compliance with Executive Order (EO) NO. 605, Institutionalizing Structure, Mechanisms and Standards to Implement the Government Quality Management Program Amending for the Purpose Administrative Order No. 161, s. 2006, NPC started its QMS Journey last December 2019. With the assistance of a Highly Technical Consultant whom the NPC engaged for the purpose, through Bids and Awards Committee Resolution No. 167 series of 2019 and Notice of Awards signed by the Head of the Procuring Entity, the NPC finished the different Modules and was able to produce several outputs required by the ISO 9001:2015 standards, including the Operations Manuals for declared processes.

Quality Management System (QMS) refers to the organizational structure, responsibilities, procedures, processes, and resources needed to implement quality management.

The NPC has been certified under International Organization for Standard (ISO) 9001:2015. The SOCOTEC Certification Philippines, Inc. (ISO Certifying Body) accorded the certification after two (2) audit stages undertaken on December 13 and 20, 2021, respectively. The Auditors found that the NPC processes adhere to the requirements of its functions and quality management system implementation.

In addition, the aforementioned ISO Certifying Body conducted the 1st Surveillance Audit on November 18, 2022, and the Commission was recommended to maintain the certification.

The NPC-Top Management recognized the necessity to sustain the implementation of the Quality Management System in NPC. Thus, considering the continuous implementation of QMS in NPC, the necessity of the services of the consultant to provide technical assistance to implement the QMS plans, and in developing and enhancing policies and procedures to support continual improvement.

II. OBJECTIVES

NPC desires to engage the expertise of the same Highly Technical Consultant to continue the necessary trainings and workshops to equip the NPC Officials, employees, Quality Management Representative (QMR), and Quality Management Team (QMT) in sustaining the implementation of QMS ISO 9001:2015 at the NPC. There is a need to prepare for the 2nd Surveillance Audit and re-certification of the NPC for ISO 9001:2015 by the accredited ISO Certifying Body.

III. SCOPE OF SERVICES

The Consultant is expected to:

A. Deliver services with the following activities:

1. Module 21: Business Process Review and Analysis
2. Module 22: Capacity Building

B. Conduct trainings with lectures, coaching sessions, and workshops through a combination of face-to-face and online platform meetings within the six (6) months contract period, which contract delivery period shall commence after the receipt of the Notice To Proceed (NTP) by the Consultant.

IV. QUALIFICATION OF CONSULTANT

The Consultant must have:

- Has at least ten (10) years of experience working with any government agency in the implementation of nationwide Continuous Improvement (CI) Program
- Has assisted at least ten (10) any government agency in its certification for ISO 9001:2015 Quality Management System
- With expertise in government operational system in at least three levels of governance (Central, Regional, District/Division Offices)
- With expertise in information system and security technologies

IV. CONTRACT DURATION

The engagement is for six (6) months, which shall commence from the receipt of the Notice to Proceed by the Consultant.

V. PAYMENT AND DELIVERY

The Payment will be through progress billing in accordance with the schedule stated below. Payment shall be made upon submission of the Accomplishment Report per training module and Acceptance of Final Outputs by the QMR at the end of each module, as follows:

Deliverables	Schedule of Payment	Amount (Php)
Module 21: Business Process Review and Analysis	Within three (3) months from the receipt of the Notice to Proceed (NTP)	400, 000.00
Module 22: Capacity Building	Within six (6) months from the receipt of the Notice to Proceed (NTP)	400, 000.00
Total		800, 000.00

VI. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Consulting Services.

The mode of procurement shall be:

1. *Alternative Mode through Negotiated Procurement – Highly Technical Consultant*

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

Source of Fund : FY 2023 General Appropriations
NPC Annual Procurement Plan FY 2023 (APP Item No.2023-0046)

Approved Budget for the Contract : Eight Hundred Thousand Pesos Only (Php 800,000.00).

Prepared by:

Digitally signed by
Palomar James
Britanico Jr.

JAMES B. PALOMAR JR.

QMS Secretariat

Digitally signed
by Villar Paulo
John Mojica

PAULO JOHN M. VILLAR

Head, QMS Secretariat

Approved by:

Digitally signed by Patula
Maria Theresita Elnar

ATTY. MARIA THERESITA E. PATULA

Director IV, Legal and Enforcement Office

Quality Management Representative