



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PUBLICATION OF CIRCULAR ON THE SCHEDULE OF FEES AND CHARGES OF  
THE NATIONAL PRIVACY COMMISSION

24 March 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PUBLICATION OF CIRCULAR ON THE SCHEDULE OF FEES AND CHARGES OF THE NATIONAL PRIVACY COMMISSION (APP 2023-0040)**. 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 **12:00NN, 30 March 2023**.

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. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; and
4. 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](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,

 Digitally signed  
by Medalla Joan  
Therese Caragay

**JOAN THERESE C. MEDALLA**  
BAC Secretariat Head  
National Privacy Commission

<sup>1</sup> **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

**NOTE:** Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

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

Ref No.: BAC-23-00182

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

**TECHNICAL SPECIFICATION  
PUBLICATION OF CIRCULAR ON THE SCHEDULE OF FEES AND CHARGES OF  
THE NATIONAL PRIVACY COMMISSION**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 100,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u> )
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:</li> </ul> <p><b>1. Technical Requirements</b> "See attached Technical Specification for the Description"</p>			
			<p><b>2. Payment and Delivery</b> Delivery on or before 31 March 2023 (exact date to be determined in coordination with end-user)</p>			
<b>TOTAL</b>						

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. Delivery shall be completed on or before 31 March 2023. However, exact date shall be determined in coordination with the end-user.
- VI. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

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

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



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

**PUBLICATION OF CIRCULAR ON THE SCHEDULE OF FEES AND CHARGES OF THE  
NATIONAL PRIVACY COMMISSION  
(APP Item No. 2023-0040)**

**I. BACKGROUND**

Consistent with its duty to protect the privacy of personal information and ensure the enforcement and compliance to Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012” (DPA), the National Privacy Commission (NPC) is authorized by Executive Order No. 292, otherwise known as the “Administrative Code of 1987” to charge fees, including honoraria and other reasonable allowances as compensation for consultation, seminars or training programs, or technical services rendered to other government agencies or private parties. To exercise such power, NPC will be issuing a circular fixing the amount of aforementioned fees.

As stated in Section 18, Chapter 5, Book I of the Administrative Code of 1987:

Laws shall take effect after fifteen (15) days following the completion of their publication in the Official Gazette or in a newspaper of general circulation, unless it is otherwise provided.

Therefore, the Circular on Schedule of Fees and Charges of the NPC, to be effective and binding, shall be published in either the Official Gazette or a newspaper of general circulation. And in order to reach out to more people, Legal and Enforcement Office recommends publication in three (3) newspaper of general circulation.

**II. OBJECTIVES**

This project aims to accomplish the publication of Circular on Schedule of Fees and Charges of the NPC in one (1) newspaper of general circulation on or before 31 March 2023.

### III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

- a. The circular should be published on print media, specifically a newspaper broadsheet.
- b. The duration of publication one (1) day.
- c. The space allotted for the circular is one (1) full newspaper pages.
- d. The readership of the newspaper is any newspaper with the widest circulation nationwide.
- e. The provider should be one that is of general circulation, which means that:
  1. it is published for the dissemination of local news and general information;
  2. it has a bona fide subscription list of paying subscribers; and
  3. it is published at regular intervals.<sup>1</sup>
- f. The provider should be able to publish the Circular on Schedule of Fees and Charges of the NPC within five (5) calendar days upon request of the end-user and approval of the final layout.
- g. The providers should be able to give three (3) complimentary copies of the publication to the Commission.
- h. The provider should be able to provide an Affidavit of Publication
- i. Other specifications:
  - a. Text Color: Black
  - b. Font style: Arial
  - c. Font Size: 7pt (*Note: Necessary adjustment should not be smaller than 6 pt*)

### IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Publication	1 Lot	Delivery on or before 31 March 2023 (exact date coordination with end -user)	Technical Specifications

**Place of Delivery:** NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

<sup>1</sup> Basa vs. Mercado, G.R. No. L-42226, 26 July 1935.

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 and Certificate of Acceptance by the End-User.

**V. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Goods.

The mode of procurement shall be:

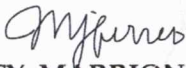
*Alternative Mode through Negotiated Procurement –  
Scientific, Scholarly or Artistic Work, Exclusive Technology and Media  
Services*

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


Source of Fund : NPC Annual Procurement Plan for FY 2023  
(APP Item No. 2023-0040)

Approved Budget  
for the Contract : One Hundred Thousand Pesos Only (Php 100,000.00).


**Prepared by:**

  
Digitally signed  
by Ferrer Marrion  
Jade Canonigo  
**ATTY. MARRION JADE C. FERRER**  
Legal Researcher III, Legal Division

**Recommending Approval:**

  
Digitally signed  
by Rellosa-  
Saguiguit  
Rebekah De  
**ATTY. RASIELE REBEKAH DE RELLOSA-SAGUIGUIT**  
Attorney V, Chief, Legal Division

**Approved by:**

  
Digitally signed by Patula  
Maria Theresita Elnar  
**ATTY. MARIA THERESITA E. PATULA**  
Director IV, Legal and Enforcement Office