



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PUBLICATION OF FY 2022 ANNUAL REPORT

24 March 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PUBLICATION OF FY 2022 ANNUAL REPORT (APP 2023-0062)**. 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 **05:00PM., 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 attachments¹; 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 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

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

¹ **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-23-00183

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
PUBLICATION OF FY 2022 ANNUAL REPORT**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 50,000.00)		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 "Scope of Work" for: 				
			1. Technical Requirements				
			Specifications	Requirements			
			Quantity	25 copies excluding mock-ups			
			Total number of pages <i>(back to back, including the cover and back page) and all leaves by size</i>	92 Pages A3: 23 leaves A4: 46 leaves			
			Size	A3 (spread) A4 (folded)			
			Material/Paper type	Cover: C2S 220gsm, matte Inside: C2S 80gsm, glossy			
			Page orientation	Portrait			
			Print type	Full Color (with images)			
			Printing method/technique	Offset printing			
			Binding	Primary requirement: Perfect bind Secondary requirement: Saddle stitch/staple binding			
			Other requirements <i>"See attached Technical Specification for the description"</i>				
Provision of the following among other works: <i>"See attached Technical Specification for the description"</i>							
Timelines/Deliverables <i>"See attached Technical Specification for the description"</i>							

		2. Liquidated Damages <i>"See attached Technical Specification for the description"</i>			
		3. Confidentiality <i>"See attached Technical Specification for the description"</i>			
		4. Payment and Delivery Full delivery should be made not later than 26 April 2023 or within five (5) calendar days from the receipt of the final version whichever comes first.			
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. Delivery shall be completed on April 26, 2023.
- 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 FY 2022 ANNUAL REPORT
(APP Item No. 2023-0062)**

I. BACKGROUND

The National Privacy Commission (NPC/Commission) is the Philippines' only privacy regulatory agency; an independent body charged with upholding and enforcing the Data Privacy Act (DPA/Act) of 2012 (RA 10173). Through the DPA of 2012 (RA 10173), the Commission protects individuals' privacy while guaranteeing the free flow of information to stimulate global competitiveness; regulates the usage, storage, documentation, organization, modification, consultation, consolidation, and/or destruction of personal data; and ensures that the country complies with international data protection standards.

For almost seven (7) years, the NPC has demonstrated its effectiveness as a regulator as well as a leader in data protection and information governance through its firm commitment to providing exceptional services by assisting stakeholders and data subjects with the utmost courtesy, devotion, and prompt response. The Commission has stepped up its data protection policy development with the promulgation of the Data Privacy Act's Implementing Rules and Regulation on August 24, 2016, and the publication of significant policy circulars and advisories.

Pursuant to Section 40 of the Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), the Commission shall annually report to the President and Congress on its activities in carrying out the provisions in the act. Additionally, to ensure that these functions are carried out efficiently and effectively, and as one of the requirements of the Department of Budget and Management (DBM) for the FY 2024 Budget Call (National Budget Memorandum No. 145), the Commission shall submit an Annual Report for CY 2022 which comprises of the accomplishments of each office, division, unit, and committee for the mentioned year.

With this, the NPC Financial Planning and Management Division (FPMD) as part of the agency's Annual Performance Report Editorial Team manages the preparation and printing of the CY 2022 Annual Report.

II. OBJECTIVES

The Annual Report presents the highlights of NPC accomplishments in CY 2022 which contains the following objectives:

1. Introduce the Commission's mandate, mission, and vision, and the manpower of the Commission; and
2. Provide a full report of the Commission's achievements and accomplishments for CY 2022.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

The Commission thru its Annual Performance Report Editorial Team shall provide the pegged layout of the CY 2022 Annual Report and final narrative report with photos to the supplier.

Specifications	Requirements
Quantity	25 copies excluding mock-ups
Total number of pages	<u>92 pages</u>
(back-to-back, including the cover and back page) and leaves by size	A3: 23 leaves A4: 46 leaves
Size	A3 (spread) A4 (folded)
Material/Paper type	Cover C2S 220gsm, matte Inside: C2S 80gsm, glossy
Page orientation	Portrait
Print type	Full Color (with images)
Printing method/technique	Offset printing
Binding	Primary requirement: Perfect bind Secondary requirement: Saddle stitch/staple binding
Other requirements	Inclusive of Layout

*Distribution plan:

- Office of the President - 1
- Senate - 3

- House of Representatives -3
- Department of Information and Communications Technology - 1
- National Telecommunications Commission - 1
- Cybercrime Investigation and Coordinating Center - 1
- Department of Budget and Management - 3
- National Economic and Development Authority - 2
- Commission on Audit - 2
- NPC Copy - 8

The winning bidder shall be responsible for the provision among other works, of the following:

1. **Conceptualization of Design.** The Winning Bidder shall develop and present a minimum of two (2) comprehensive artwork design for the front and back cover guided by the raw files, concept, and pegs provided by the end-user FPMD, the presentation of design shall be accompanied with a brief description.
2. **Layout.** The Winning Bidder shall prepare a minimum of two (2) layout, design, and photos proposals for the inside pages which should complement the proposed design for the cover. The inside pages present the highlights of NPC's accomplishments.

Layout shall include, but not limited to the (i) application of artwork appropriate for the approved concept and design and chosen theme; (ii) presentation of tables, charts, graphs, and infographics; (iii) and arrangement of manuscript (i.e., pagination, quality and color, etc.).

3. **Produce Two (2) Mock-ups before Printing.** The Winning Bidder must produce mock-ups and accommodate changes in the entire Annual Report with a maximum of (3) editing and proofreading. Once the first mock-up is provided, another round of editing and proofreading will be done, and the second mock-up will be prepared. After the approved layout and design, a mock-up Annual Report will be produced and subject for approval.

Supplier must provide three (3) copies of the mock-up Annual Report. The copies of the first mock-up Annual Report will be given to the NPC Annual Performance Editorial Team for comments. The first mock-up Annual Report must be approved before providing the end-user a second mock-up Annual Report to ensure that the changes are incorporated. Supplier must provide three (3) copies of the second mock-up Annual Report.

After the second mock-up Annual Report, the Supplier must receive a signed mock-up Annual Report before proceeding with the printing of the final twenty-five (25) copies;

4. **Production, Printing and Packaging.** Printing starts after the second mock-up is approved.
5. **Timelines/Deliverables.** The NPC Annual Report must be delivered before the of 26th of April 2023.

Deliverables	Timeline
Provision of raw files, options, design, and/or photos (3 versions) based on concept of end-user	Last week of March 2023
Printing of first mock-up (3 copies)	10 April 2023
Printing of second mock-up (3 copies)	17 April 2023
Printing of final version (25 copies)	Not later than 26th of April 2023

IV. Liquidated Damages

In case the winning bidder fails to satisfactorily and completely provide the service work within the specified contract time, plus any extension time duly granted and is in default under the contract, the winning bidder shall pay NPC for liquidated damages, and not by way of penalty, with an amount as provided in the conditions of the contract, which is equal to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay.

In the entitlement to such liquidated damages, the NPC need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due to the winning bidder under the Contract.

V. Confidentiality

The winning bidder shall not share or release any information or data obtained in the course of this project to any person without written consent from the NPC.

VI. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Full Delivery	25	Full delivery should be made not later than 26 April 2023 or within five (5) calendar days from the receipt of the final version whichever comes first. Late deliveries shall incur liquidated damages reflected upon payment.	<ul style="list-style-type: none">• Delivery Receipt• Sales or Billing Invoice

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 the documentary requirements such as Distribution List, Distribution Plan (if applicable), Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and Certificate of Acceptance by the Financial Planning and Management Division (FPMD).

VII. MODE AND NATURE OF PROCUREMENT

This shall be a procurement of Goods and its mode shall be:

1. *Alternative Mode through Direct Contracting –*
 - a. *Small Value Procurement*

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

Source of Fund : Project Procurement Management Plan (PPMP) of
FPMD charged to GAS-MOOE (2023 Current
Appropriations) RA 11936 - General Appropriations
Act for FY 2023

Annual Procurement Plan
(APP Item No. 2023 - 0762)


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

Prepared by:



Hannah T. Anasarias
Administrative Officer I, FPMD

Recommending Approval:



Marilou C. Leelian
Chief Administrative Officer, FPMD

Approved by:



Atty. Manuel C. Satuito
Director IV, FAO