



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

GENDER AND DEVELOPMENT PROGRAM (REPRESENTATION EXPENSES)
(APP Item No. 2023-0061)

28 March 2023

SHIELA MARCELO

Via Mare

sheilamarcelo@yahoo.com

Re: Request for Quotation

The National Privacy Commission is intending to engage your service for the provision of **GENDER AND DEVELOPMENT PROGRAM (REPRESENTATION EXPENSES) (APP 2023-0061)** for the Gender and Development (GAD) Technical Learning Sessions. As such, we would like to request your quotation for the engagement signed by your authorized representative not later than **4:00 P.M, 30 March 2023**. Further details are discussed in the attached scope of work.


In addition to your quotation, please 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; and
3. 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

JOAN THERESE C. MEDALLA
BAC Secretariat Head
National Privacy Commission

Ref No.: BAC-23-00235

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

SCOPE OF WORK
GENDER AND DEVELOPMENT PROGRAM (REPRESENTATION EXPENSES)

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 100,000.00)		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. Service Requirements			
			a. NWMC Culminating Ceremony (March 31, 2023) <i>1 main dish and 1 cup of rice 90 pax</i> <i>1 pasta 90 pax</i>			
			b. Meeting regarding the update and maintenance of GAD Corner - Website 1 st Meeting (Tentative June 14, 2023) <i>1 main dish and 1 cup of rice 10 Pax</i>			
			c. Meeting on the issuance of advisory opinions on gender-related inquiries (Tentative June 21, 2023) <i>1 main dish and 1 cup of rice 20 Pax</i>			
			d. FY 2023 GAD Mid-year Townhall Meeting (Tentative June 26, 2023) <i>1 main dish and 1 cup of rice 150 Pax</i>			
			e. NPC GAD FPS-EXECOM and TWG 1 st meeting (Tentative May 17, 2023) <i>1 main dish and 1 cup of rice 50 Pax</i>			
			f. NPC GAD FPS-TWG Secretariat with Chairperson and Vice-Chairperson 2 nd Meeting (Tentative April 12, 2023) <i>1 main dish and 1 cup of rice 10 Pax</i>			
			g. NPC GAD FPS-TWG Secretariat with Chairperson and Vice-Chairperson 3 rd Meeting (TBD) <i>1 main dish and 1 cup of rice 10 Pax</i>			
			h. NPC GAD FPS-TWG Secretariat 1 st Meeting (TBD) <i>1 main dish and 1 cup of rice 5 Pax</i>			
i. NPC GAD FPS-TWG Secretariat 2 nd Meeting (TBD) <i>1 main dish and 1 cup of rice 5 Pax</i>						

			j. NPC GAD FPS-TWG Secretariat 3 rd Meeting (TBD) <i>1 main dish and 1 cup of rice 5 Pax</i>			
			k. 18-day Campaign to End Violence Against Women Kickoff Ceremony (28 November 2023) <i>1 main dish and 1 cup of rice 110 pax</i> <i>1 dessert 110 pax</i>			
			l. Meeting regarding the update and maintenance of GAD Corner - Website 2 nd Meeting (Tentative November 15, 2023) <i>1 main dish and 1 cup of rice 10 Pax</i>			
			m. 18-day Campaign to End Violence Against Women Kickoff Ceremony (December 12, 2023) <i>1 main dish and 1 cup of rice 110 pax</i> <i>1 pasta 110 pax</i>			
			n. FY 2023 Year-End Activity <i>1 main dish and 1 cup of rice 110 pax</i>			
			2. Contract Duration <i>9 months</i>			
			3. Payment and Delivery <i>Quarterly payment will be processed upon receipt of the quarterly billing invoice/official receipt and submission of correct and complete payment documents</i>			
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 within 9 months from receipt of Purchase Order/NTP.
- 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

**SCOPE OF WORK
SERVICE**

**Gender and Development Program (Representation Expenses)
(APP Item No. 2023-0061)**

I. BACKGROUND

Executive Order 273 directs all national government offices and instrumentalities and local government units to take appropriate steps to ensure full implementation of the policies, strategies, programs, and projects outlines in the Philippine Plan for Gender-Responsive Development, and in consonance with Joint Memorandum Circular No. 2013-01 approving the implementing Rules and Regulations on the Localization of the Magna of Women.

Defined by the Philippine Commission on Women (PCW), Gender and Development (GAD) is the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials.

As the National Privacy Commission (NPC/Commission) continues its initiative to inspire and support development policy and practice, for social justice and gender equality, the Gender and Development Focal Point System-Technical Working Group (GADFPS-TWG) will be implementing programs, activities, and projects in line with the approved GAD Plans and Budget for FY 2023 which requires the procurement of representation for GAD Technical Learning Sessions.

II. OBJECTIVES

In summary, this initiative aims to:

1. To foster a gender-fair and safe environment by building a culture of privacy resilience through empowering women and men stakeholders and data subjects with essential privacy and data protection knowledge and skills;

2. To empower men and women are able to realize their full human potential and enjoy freedom from a safe and protected environment;
3. To enhance gender mainstreaming in the data privacy policies, plans, programs, and projects;
4. To strengthen GAD mechanisms to facilitate and sustain GAD initiatives; and
5. To increase protection of women, girls, and other vulnerable groups from privacy infringements and data breaches.

III. SCOPE OF WORK

A. The service provider shall provide catering services for NPC officials and personnel during the following meetings/programs/ceremonies:

a. NWMC Culminating Ceremony (31 March 2023)

Particulars	No. of Orders
1 main dish and 1 cup of rice	90 pax
1 pasta	90 pax

b. Meeting with PIAD regarding the Update and maintenance of GAD Corner - Website 1st Meeting (Tentative: 14 June 2023)

Particulars	No. of Orders
1 main dish and 1 cup of rice	10 pax

c. Meeting with PPO on the issuance of advisory opinions on gender-related inquiries (Tentative: 21 June 2023)

Particulars	No. of Orders
1 main dish and 1 cup of rice	20 pax

d. FY 2023 GAD Mid-Year Townhall Meeting (Tentative: 26 June 2023)

Particulars	No. of Orders
1 main dish and 1 cup of rice	150 pax

e. NPC GAD FPS-EXECOM and TWG 1st meeting (Tentative: 17 May 2023)

Particulars	No. of Orders
1 main dish and 1 cup of rice	50 pax

- f. NPC GAD FPS-TWG Secretariat with Chairperson and Vice-Chairperson 2nd meeting (Tentative: 12 April 2023)

Particulars	No. of Orders
1 main dish and 1 cup of rice	10 pax

- g. NPC GAD FPS-TWG Secretariat with Chairperson and Vice-Chairperson 3rd meeting (TBD)

Particulars	No. of Orders
1 main dish and 1 cup of rice	10 pax

- h. NPC GAD FPS-TWG Secretariat 1st Meeting (TBD)

Particulars	No. of Orders
1 main dish and 1 cup of rice	5 pax

- i. NPC GAD FPS-TWG Secretariat 2nd Meeting (TBD)

Particulars	No. of Orders
1 main dish and 1 cup of rice	5 pax

- j. NPC GAD FPS-TWG Secretariat 3rd Meeting (TBD)

Particulars	No. of Orders
1 main dish and 1 cup of rice	5 pax

- k. 18-Day Campaign to End Violence Against Women Kickoff Ceremony (28 November 2023)

Particulars	No. of Orders
1 main dish and 1 cup of rice	110 pax
1 dessert	110 pax

- l. Meeting with PIAD regarding the Update and maintenance of GAD Corner - Website 2nd Meeting (Tentative: 15 November 2023)

Particulars	No. of Orders
1 main and 1 cup of rice	10 pax

- m. 18-Day Campaign to End Violence Against Women Kickoff Ceremony (12 December 2023)

Particulars	No. of Orders
1 main dish and 1 cup of rice	110 pax
1 pasta	110 pax

- n. FY 2023 Year-End Activity

Particulars	No. of Orders
1 main dish and 1 cup of rice	110x

- B. Provision of meals to persons with prescribed diet or food restrictions (due to religious, beliefs, and medical reasons) without minimum order quantity;
- C. Provision of complete set meals to be picked up by the GADFPS-TWG; and
- D. The service provider shall contain and provide the following required documents:
- PhilGEPS registration;
 - BIR or Mayor's permit;
 - Omnibus sworn statement with applicable attachments;
 - Other related documents as may be required by the Bids and Awards Committee (BAC) Secretariat as prescribed under the revised IRR of RA 9184.

IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have proper facilities and technical expertise to curate and serve the indicated menu/particulars under Item No. III - Scope of Work.

V. CONTRACT DURATION

The engagement is for 9 months, which shall commence from the issuance of the Notice to Proceed/Work Order/Contract.

VI. PAYMENT AND DELIVERY

Quarterly payment for the services provided will be processed upon receipt of the quarterly billing invoice/official receipt and submission of correct and complete payment documents.

VII. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Service with the procurement mode of:

1. *Alternative Mode through Direct Contracting (VIA Mare Corporation)*

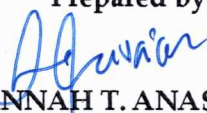
VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : Gender and Development Program's Budget-PPMP
charged to GAS-MOOE (2023 Current Appropriations)
RA 11936 - General Appropriations Act for FY 2023

APP Item No. 2023-0061

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


Prepared by:



HANNAH T. ANASARIAS

Secretariat, Gender and Development Focal Point System-Technical Working Group;
Administrative Officer I, Financial Planning and Management Division

Recommending Approval:

by Rellosa-
Saguiguit
Rasiele


ATTY. RASIELE REBEKAH BELANDIER DELOSA-SAGUIGUIT

Chairperson, Gender and Development Focal Point System-Technical Working Group;
Attorney V (Chief), Legal Division 

Approved by:


ATTY. MANUEL C. SATUITO

Director IV, Finance and Administrative Office