



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

**COVID-19 TEST KITS**  
**(APP Item No. 2023-0032)**

13 April 2023

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **COVID-19 TEST KITS (APP 2023-0032)**. 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., 19 April 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; 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](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

**TECHNICAL SPECIFICATION  
COVID-19 TEST KITS**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 37,500.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:</li> </ul>			
			<b>1. Technical Requirements</b>			
			<b>SARS-COV-2 Antigen rapid Diagnostic Test Kit</b>			
			<b>Quantity</b>	At least 107 Test kits		
			<b>Contents of kits</b>	<ul style="list-style-type: none"> <li>• Positive Control Swab</li> <li>• Negative Control Swab</li> <li>• Antigen Rapid test Swab</li> <li>• Nasal Swab</li> <li>• Buffer</li> <li>• Extraction Tube</li> <li>• Extraction Tube Cap</li> <li>• Tube specimen holder</li> <li>• Instruction manual</li> </ul>		
			<b>Sample type, Antigen test</b>	Nasal Swab		
			FDA Approved SARS COV 2 Rapid Antigen Test Kit			
<b>Endorsed by any of the following institutions</b>	<ul style="list-style-type: none"> <li>a. Research Institute for Tropical Medicine (RITM)</li> <li>b. WHO Emergency Use Listing (EUL) for In Vitro Diagnostic (IVDs) Detecting SARS-COV-2</li> <li>c. WHO FIND</li> <li>d. Other Reputable international laboratories authorized by RITM</li> </ul>					
<b>2. Payment and Delivery</b>						

			Shall be delivered at least fifteen (15) working days from signing of Purchase Order			
			<b>3. Warranty/Validity</b> At least one (1) year from the date of delivery			
<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 at least fifteen (15) working days from the signing of Purchase Order.
- VI. Delivery shall be made to NPC Office at 5<sup>th</sup> Floor 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**

**COVID-19 TEST KITS  
(APP Item No. 2023 - 0032)**

**I. BACKGROUND**

The National Privacy Commission (NPC) is the country's privacy watchdog: an independent body mandate to administer and implement the Data Privacy Act of 2021 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 have been working hard with dedication. They have served as the backbone that dedicated their time, and support to realizing its goal.

When the Philippines was declared under state of health emergency in 2020, establishments are requiring proof of negative COVID-19 test results prior to face-to-face engagements. As such, this procurement of COVID-19 test kits is necessary for use of the NPC officials and personnel who are required to submit negative COVID-19 antigen test results by oversight agencies and private agencies prior to the conduct of official engagements. The administration and results of which will be interpreted and issued by the NPC resident nurse.

**II. OBJECTIVES**

To procure COVID-19 Test Kits which shall be used by NPC Officials and personnel when required by oversight agencies, private agencies in the conduct of compliance checks, investigations, and other official functions prior to attendance to face-to-face and onsite meetings as part of the performance of duties and responsibilities.

**III. TECHNICAL REQUIREMENTS / SPECIFICATIONS**

- A. The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by BAC Secretariat.

B. *Warranty/Validity* – at least one (1) year validity from the date of delivery

**C. Technical Specifications:**

SARS-COV-2 Antigen Rapid Diagnostic Test Kit

Quantity: at least 107 Test Kits

Contents of kit:

- Positive control swab
- Negative control swab
- Antigen Rapid Test Swab
- Nasal Swab
- Buffer
- Extraction tube
- Extraction tube cap
- Tube specimen holder
- Instruction Manual

Sample type, antigen test: Nasal swab

FDA approved SARS COV 2 Rapid Antigen Test Kit

Must be endorsed by any of the following institutions:

- a. Research Institute for Tropical Medicine (RITM)
- b. WHO Emergency Use Listing (EUL) for In Vitro Diagnostic (IVDs) Detecting SARS-COV-2
- c. WHO FIND
- d. Other reputable international laboratories and local laboratories authorized by RITM

**IV. PAYMENT AND DELIVERY**

Shall be delivered at least fifteen (15) working days from signing of Purchase Order.

**Place of Delivery:** NPC, 4th 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 Inspection and Acceptance Report by the Inspection and Acceptance Committee.

**V. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Goods.

Charged to FY2023 budget, under APP Item No. 2023-0032 with Small Value as the mode of procurement.

**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. 2023-0032)

Approved Budget for the Contract : Thirty-seven Thousand Five Hundred Pesos (Php 37,500.00).

**Prepared by:**

  
MARIA DONABELLA A. TAVORA  
Supervising Administrative Officer

**Noted by:**

  
ROSALY B. SANTOS  
Division Chief

**Approved by:**

  
ATTY. MANUEL C. SATUITO  
Director IV, FAO