



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PAW TOKENS  
(APP Item No. 2023-0051)

13 April 2023

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **PAW TOKENS (APP 2023-0051)**. 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;
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-23-00261

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  
PAW TOKENS**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 350,000.00)		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><u>T-shirt</u></b>			
			<b>Quantity:</b> 800 pcs.			
			<i>"Please see attached Technical Specification for Breakdown"</i>			
			<b>Material:</b> High Quality Cotton/Cotton-blend			
			<b>Features:</b> Printing: Full Colors Execution: High quality rubberized silkscreen			
			<b>Size:</b> S - 3XL <i>"Please see attached Technical Specification for Breakdown"</i>			
			<b>Color and Design:</b> <i>"Please see attached Technical Specification for design layout"</i>			
			<b><u>Tote Bag</u></b>			
			<b>Quantity:</b> 800 pcs.			
			<b>Material:</b> 100% natural 6oz cotton fiber with Velcro High Quality Canvas			
<b>Features:</b> Printing: Full Color Gusset Handle: 19 inches Stitching: Reinforced at stress points						
<b>Size:</b> 13" (W) x 15" (H) x 2.5" (D)						
<b>Color and Design:</b> <i>"Please see attached Technical Specification for design layout"</i>						
<b><u>Ribbon</u></b>						
<b>Quantity:</b> 5 rolls (One color each and 50 yards per roll)						

		<b>Material:</b> Satin with printed NPC logo after every 2"		
		<b>Size:</b> Width: 1"		
		<b>Color and Design:</b> 5 Colors (Red, Blue, Yellow, White, Teal) <i>"Please see attached Technical Specification for design layout"</i>		
		<b>2. Payment and Delivery</b> a. Delivery of Sample Should be made within twelve (12) Calendar Days upon receipt of layout/design/materials from the end-user b. Full delivery should be made within twenty-five (25) calendar days after approval of proof copy, but not later than <b>20 May 2023</b> . If the 25 <sup>th</sup> day falls on a weekend or holiday, delivery must be on the next working day without penalty		
<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 within twenty-five (25) calendar days after approval of proof copy, but not later than **20 May 2023**.
- 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 SPECIFICATIONS**

**PAW TOKENS**  
**(APP Item No. 2023-0051)**

**I. BACKGROUND**

The National Privacy Commission (NPC) is tasked to educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in the Data Privacy Act of 2012 and its implementing rules and regulations.

Pursuant to Proclamation No. 527 dated 03 July 2018, the National Privacy Commission will be conducting the 6<sup>th</sup> Privacy Awareness Week (PAW 2023). The Privacy Awareness Week is one of the commission's initiatives in raising awareness among our Filipinos and the Global Audience on the country's current data privacy practices and development.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. In order to fulfill these tasks, the division will develop, implement and organize various activities, programs and projects.

Since 2018, the NPC has been leading the national celebration of the Privacy Awareness Week (PAW) in the Philippines every fourth week of May since 2018. It is essential that in celebrating this event, custom merchandise be available to engage more with audience, organizers, and staff to help them showcase their support, and have them serve as commemorative items.

**II. OBJECTIVES**

The PAW tokens are part of the event's custom merchandise which have served as necessary additions since PAW's very first launch. They support the event's cause and help uplift the spirit and energy of participants in celebrating PAW.

Having customized tokens are a marketing strategy that helps generate awareness and hype as people using them contribute to the publicity of the event. Compared to most traditional marketing tools such as newspaper ads, procuring of tokens are more useful and is relatively inexpensive and yields benefits for an extended period.

### III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

#### A. T-shirt

Material	High Quality Cotton/Cotton-blend
Features	Printing: Full colors Execution: High quality rubberized silkscreen
Size	S-3XL
Color and Design	<i>See attached design</i>
Quantity	800 pcs.  Breakdown: S- 50 M- 200 L- 200 XL- 200 2XL- 100 3XL- 50

#### B. Tote Bag

Material	100% natural 6oz cotton fiber with velcro High quality canvas
Features	Printing: Full color Gusset Handle: 19 inches Stitching: Reinforced at stress points
Size	13" (W) x 15" (H) x 2.5" (D)
Color and Design	<i>See attached design</i>
Quantity	800 pcs

#### C. Ribbon

Material	Satin with printed NPC logo after every 2"
Size	Width: 1"
Color and Design	5 colors (red, blue, yellow, white, teal) <i>See attached design</i>
Quantity	5 rolls (One color each and 50 yards per roll)

### IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

<b>Proof Copy</b>	Delivery of sample should be made within twelve (12) calendar days upon receipt of layout/design/material from the end-user. If the 12th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.
-------------------	---

<b>Full Delivery</b>	Full delivery should be made within twenty-five (25) calendar days after approval of proof copy, but not later than 20 May 2023. If the 25th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.
<b>Place of Delivery</b>	NPC, 5th Floor, Delegation Bldg., Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

**V. MODE OF PROCUREMENT**

This shall be procurement of Goods.

The mode of procurement shall be: *Small Value Procurement*.

**VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

Source of Fund : Annual Procurement Plan FY 2023  
(APP Item No. 2023-0051)

Approved Budget  
for the Contract : Three Hundred Fifty Thousand Pesos Only  
(Php 350,000.00).

Prepared by:



Digitally signed  
by Adis, Kristine  
Danica Sulit

**KRISTINE DANICA S. ADIS**  
*Information Officer II, PIAD*

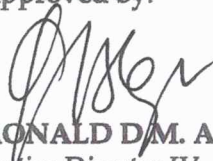
Reviewed by:



Digitally  
signed by Chin  
Roren Marie  
M. CHIN

**ROREN MARIE M. CHIN**  
*Chief, PIAD*

Approved by:



**ATTY. IVIN RONALD D.M. ALZONA**  
*Executive Director IV*

# T-shirt





# Tote Bag



# Ribbon

