



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

LEASE OF VENUE
(APP Item No. 2023-0066)

19 April 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **LEASE OF VENUE (APP 2023-0066)**. 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 **12:00 NN, 26 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 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

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-23-00282

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
LEASE OF VENUE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 975,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY"</u> in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: 			
			1. Scope of Work			
			A. Event Venue <ul style="list-style-type: none"> • May 25, 2023 • 8-hour event • More than 650 guests, including 45 technical staff and operators. • A separate meeting room or holding area at least 150 sqm • Registration Area <i>"See attached Scope of Work for the description"</i>			
			B. Food <ul style="list-style-type: none"> • Buffet lunch • AM/PM Snacks <i>"See attached Scope of Work for the description"</i>			
			C. Basic Audio Equipment <ul style="list-style-type: none"> • Speakers • Digital audio mixer <i>"See attached Scope of Work for the description"</i>			
			2. Professional Fees and Terms of Payments <p>50% upon confirmation/award of contract 50% after the event/implementation</p> <i>"See attached Scope of Work for the description"</i>			
			3. Confidentiality and Ownership <p><i>"See attached Scope of Work for the description"</i></p>			
TOTAL						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. 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.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Upon signing of the Notice to Proceed, the NPC may be billed a single advanced payment not exceeding 50% of the contract price upon submission by the provider of an advance billing.
- VIII. Full Payment shall be made upon receipt of billing invoice or statement of account and issuance of Certificate of Acceptance of Output by the end-user not later than 10 days after the conduct of activity.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK SERVICE

LEASE OF VENUE (APP Item No. 2023-0066)

I. BACKGROUND

Since 2018, the National Privacy Commission (NPC) has been leading the national celebration of the Privacy Awareness Week (PAW) in the Philippines every fourth week of May – gathering thousands of privacy professionals, advocates, and academic experts to explore the latest developments in the field of data privacy, as well as pertinent innovations, insights, and best practices, in anticipation of emerging challenges and opportunities.

With the success of PAW and our campaigns targeting Personal Information Controllers (PICs) and Personal Information Processors (PIPs), awareness of data privacy and compliance has increased in the business sector. However, to truly achieve a culture of privacy in the Philippines, the same level of awareness should be present in data subjects.

Based on the survey entitled *Quantitative Study on the Public's Awareness, Practices, and Perception with Respect to Data Protection and Privacy Issues*, conducted by the Philippine Survey and Research Center Inc. in 2021, only 25% of Filipinos know about the Data Privacy Act of 2012 (DPA) while 75% was only made aware at the time of the survey. Furthermore, only 10% of Filipinos know about the National Privacy Commission despite being established in 2016.

The survey also concluded that our campaigns on data privacy least penetrated socio-economic classes D and E. At the same time, ABC is already aware of the importance of data privacy and its rights. This result is supported by previous data privacy violations we encountered where middle to low-income classes are the frequent targets and victims of scams, fraud, and other crimes involving the unlawful processing of personal data.

II. OBJECTIVES

With the Commissions' intensified regulatory campaigns aimed to increase awareness of data subjects of the existence of the NPC and the efforts it has made the in past two years to ensure personal data privacy and data protection. Specifically, to:

Reference No.:

NPC_BAC_SOW-I-V1.0, R0.0, 25 January 2022

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

1. Introduce the National Privacy Commission and highlight the transformations and innovations it has implemented as the regulator for personal data privacy and advocate of data protection.
2. Update the Public on the 2023 initiatives of the Commission.
3. Deliver updates on enforcement, policy, data security, privacy technology, compliance, and current best practices.
4. Inform and guide data subjects on how to best protect their personal data in this 4th industrial revolution.

III. SCOPE OF WORK

The NPC requires a venue for the conduct of the Privacy Awareness Week to be held on **25 May 2023** within Metro Manila. PAW 2023 will be conducted live with strict social distancing to comply with protocols in ensuring the health and safety of the organizers and participants and will be livestreamed via NPC official Facebook and YouTube page. The inclusions for the "Lease of Venue" include:

- A. Event Venue
- B. Food
- C. Basic Audio Equipment

Specifically, the inclusions are as follows:

A. Event Venue

The event venue shall possess world-class facilities and equipment which meet the international standards and is operated by an experience and professional staff who can meet the requirements of sophisticated domestic and foreign clientele.

The specification are as follows:

- i. Capacity:
 - a. The venue must accommodate more than 650 guests, including 45 technical staff and operators.
 - b. A separate meeting room or holding area at least 150 square meters.
 - c. Registration Area
- ii. Location: Must be located within Metro Manila.
- iii. Security and safety:
 - a. Security personnel provided on building perimeter areas and internal patrols for common areas.
 - b. Dedicated Banquet Manager and Health Safety Manager.

- iv. Internet provision:
 - a. Dedicated LAN internet connection bandwidth with at least 15mbps.
 - b. WIFI internet access for all guests

- v. Others:
 - a. Sufficient air-conditioning and adequate lighting facilities for 8-hour event.
 - b. Adequate and clean comfort rooms for both male and female guests.
 - c. Signage or standees for reference and guidance.
 - d. Free parking for guests.
 - e. Physical Arrangement/Layout plans:

Appropriate stage set-up consistent with the plan that will be provided by the NPC PAW Planning Committee including:

 - Stage platform
 - Basic table set up with table number and menu card
- vi. Availability of venue on May 25, 2023.

- vii. Allows ingress at 2AM on event date and egress for other suppliers.

B. Food

Provide food for **650 pax - VIPs and Guests** (for event VIPs – Plated Meal for 30 pax to be served)

Buffet Lunch

Lunch will be served at: 12 noon

- Salad
- Soup
- Appetizer
- 4 Main Dish of different variety
- Rice
- Dessert
- Soda or Juice

For AM/PM Snack

Morning snacks will be served at 10AM, and afternoon snacks at: 4 PM

- Two Pastry or Sandwich of different variety
- Free flowing coffee and tea

C. Basic Audio Equipment

Speakers and digital audio mixer with at least 4 wireless microphones and 4 wired microphones with stand, with audio playback capabilities.

IV. PROFESSIONAL FEES AND TERMS OF PAYMENT

1. The NPC shall pay a total of Nine Hundred Seventy-Five Thousand Pesos (**Php 975,000.00**) divided into two (2) payment terms (50% upon confirmation/award of Contract and 50% after the event/implementation) and shall be inclusive of taxes, and other related charges.
2. Upon signing of the Notice to Proceed, the NPC may be billed a single advance payment not exceeding 50% of the contract price upon submission by the Lease of Venue provider of an advance billing

V. CONFIDENTIALITY AND OWNERSHIP

1. The Lease of Venue provider shall hold and maintain the confidentiality of all materials, references, data, and other related information, whether in document or electronic form, which shall come into its possession in relation to and as a consequence of the service contract.
2. Upon completion/termination of the service contract, all materials, references, data, and other related information, whether in document or electronic form, in the possession of the Lease of Venue provider shall be immediately inventoried and returned to the NPC.

VI. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service.

The mode of procurement shall be: *Lease of Venue*

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

Source of Fund : Annual Procurement Plan for FY2023
(APP Item No. 2023 - 0066)

Approved Budget
for the Contract : Nine Hundred Seventy Five Thousand Pesos Only
(Php975,000.00).


Prepared by:


SUSANA O. ABADA
Information Officer IV, PIAD

Recommending Approval:

 Digitally
signed by Chin
Roren Marie
Milan
ROREN MARIE M. CHIN
Chief, PIAD

Approved by:


ATTY. MANUEL C. SATUITO
OIC, Executive Director and concurrent Director IV, FAO
(Per PCSO No. 030 s. 2023)
11 April 2023