



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PAW PLAQUES
(APP Item No. 2023-0052)

21 April 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PAW PLAQUES (APP 2023-0052)**. 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 **12:00NN., 28 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-23-00285

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
PAW PLAQUES**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 75,000.00)		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 "Technical Specification" for: 			
			1. Technical Requirements			
			A. Winner			
			Quantity:	4		
			Specifications:	<i>"Please see attached Technical Specification for design layout"</i>		
			Size:	Portrait A4 size (8 x 11.7 inches) with wooden Box Case		
			Design:	<i>"Please see attached Technical Specification for design layout"</i>		
			B. Finalist			
			Quantity:	16		
			Specifications:	<i>"Please see attached Technical Specification for design layout"</i>		
Size:	Portrait size (7.423 x 10.5 inches) without wooden Box Case					
Design:	<i>"Please see attached Technical Specification for design layout"</i>					
2. Payment and Delivery						
<p>a. Delivery of Sample Should be made within seven (7) Calendar Days upon receipt of layout/design/materials from the end-user. If the 7th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.</p>						
<p>b. Full delivery should be made within twenty (20) calendar days after</p>						

			approval of proof copy, but not later than 19 May 2023 . If the 25 th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.		
				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 twenty (20) calendar days after approval of proof copy, but not later than **19 May 2023**.
- VI. Delivery shall be made to NPC Office at 5th 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 PLAQUES
(APP Item No. 2023-0052)**

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 6th 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.

PAW 2023 will be having an Awards Selection committee to aid in conducting competence related activities. The Awards Selection Committee is the award giving and competence development body of the Privacy Awareness Week through creating programs applicable to the said event in recognizing Filipino individuals, and Filipino organizations who has excelled in the field of Data Privacy, and Data Protection.

Moreover, the Commission shall ensure that this Event shall be a gender equitable and inclusive event. Notes on inclusive language and methods to emphasize the diversity of voices present shall be applied.

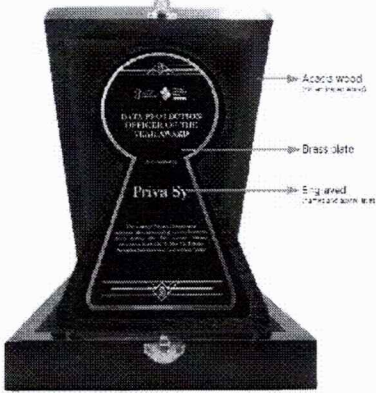

II. OBJECTIVES

In support of the mandate of the Commission, this procurement's main objective is to be a tool to promote preemptive privacy practices from organizations. This will serve as tokens of excellence in their efforts in implementing data protection among individuals and organizations.

The objectives of the PAW 2023 Award are as follows:

1. Distinguishes individuals and organizations who have excelled in data privacy and data protection related program or activities;
2. Provides recognition to the recipients of the awards.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

	WINNER	FINALIST
Number of Winners	4	16
Title	<ol style="list-style-type: none"> 1. Privacy Advocate of the Year (1) 2. Data Protection Office of the Year (1) 3. Privacy Initiative of the Year (1) 4. Privacy Management Program of the Year (1) 	<ol style="list-style-type: none"> 1. Privacy Advocate of the Year (4) 2. Data Protection Office of the Year (4) 3. Privacy Initiative of the Year (4) 4. Privacy Management Program of the Year (4)
Specifications	<ul style="list-style-type: none"> • Elegant Wall Wood Plaque with Brass plate; • Acceptable wood- Acacia, Mahogany, and Walnut; • Not acceptable: laminated wood; • Engraved Names of Winners and Award Details; • Design Customized for Organizational Awards. 	<ul style="list-style-type: none"> • Elegant Wall Wood Plaque with Brass plate; • Acceptable wood- Acacia, Mahogany, and Walnut; • Not acceptable: laminated wood; • Engraved Names of Winners and Award Details; • Design Customized for Organizational Awards.
Size	<ul style="list-style-type: none"> • Portrait A4 Size (8 x 11.7 inches) with Wooden Box Case 	<ul style="list-style-type: none"> • Portrait Size (7.423 x 10.5 inches) without Wooden Box Case
Design	<p><i>*Font, color, and logo to be provided by the end-user.</i></p> 	<p><i>*Font, color, and logo to be provided by the end-user.</i></p> 

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Proof Copy	Delivery of sample should be made within seven (7) calendar days upon receipt of layout/ design/ material from the end-user. If the 7th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.
Full Delivery	Full delivery should be made within twenty (20) calendar days after approval of proof copy, but not later than 19 May 2023. If the 25th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.
Place of Delivery	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 for FY 2023
(APP Item No. 2023-0052)

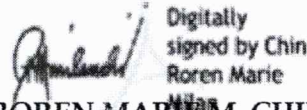
Approved Budget
for the Contract : Seventy Five Thousand Pesos Only
(Php 75,000.00).

Prepared by:



SUSANA O. ABADA
Information Officer IV, PIAD

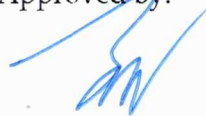
Recommending approval:



Digitally
signed by Chin
Roren Marie

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