



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)

07 June 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 GAD Technical Learning Sessions. As such, we would like to request your quotation for the said engagement signed by your authorized representative not later than **12:00 N.N, 13 June 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-23-00429

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)

| I T E M | U N I T | Q T Y | Description/Specifications | Approved Budget of the Contract (Php 92,000.00) | | 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: The exact date will be communicated 2 working days prior to the event. | | | |
| | | | 1. Service Requirements | | | |
| | | | <ul style="list-style-type: none"> a. Last week of June 2023 <ul style="list-style-type: none"> • 1 main dish and 1 cup of rice 100pax | | | |
| | | | <ul style="list-style-type: none"> b. 1st - 2nd week of July 2023 <ul style="list-style-type: none"> • Pasta 10 Pax | | | |
| | | | <ul style="list-style-type: none"> c. 2nd week of July 2023 <ul style="list-style-type: none"> • 1 main dish and 1 cup of rice 10 Pax | | | |
| | | | <ul style="list-style-type: none"> d. 2nd week of August 2023 <ul style="list-style-type: none"> • 1 main dish and 1 cup of rice 40 Pax | | | |
| | | | <ul style="list-style-type: none"> e. 1st week of September 2023 <ul style="list-style-type: none"> • 1 main dish and 1 cup of rice 10 Pax | | | |
| | | | <ul style="list-style-type: none"> f. June to December as deemed necessary <ul style="list-style-type: none"> • 1 main dish and 1 cup of rice 35 Pax • 1 Pasta 69 Pax | | | |
| | | | <ul style="list-style-type: none"> g. November 28, 2023 <ul style="list-style-type: none"> • 1 main dish and 1 cup of rice 100 Pax • 1 Pasta 100 Pax • 1 Overflowing brewed coffee 50 Pax | | | |
| | | | <ul style="list-style-type: none"> h. December 06, 2023 <ul style="list-style-type: none"> • 1 Pasta 90 Pax | | | |
| | | | <ul style="list-style-type: none"> i. December 12, 2023 <ul style="list-style-type: none"> • 1 main dish and 1 cup of rice 100 Pax • 1 Pasta 100 Pax | | | |
| <ul style="list-style-type: none"> j. December 18, 2023 <ul style="list-style-type: none"> • 1 main dish and 1 cup of rice 80 Pax • 1 Pasta 50 Pax | | | | | | |

| | | | | | |
|--------------|--|--|--|--|--|
| | | 2. Contract Duration <i>June to December</i> | | | |
| | | 3. Payment and Delivery | | | |
| 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 from June to December 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 No. 273, s. 1995 entitled "Approving and Adopting the Philippine Plan for Gender-Responsive Development, 1995 to 2025" 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, 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 the development of policy and practice for social justice and gender equality, the Gender and Development Focal Point System-Technical Working Group (GAD FPS-TWG) will be implementing programs, activities, and projects (PAPs) in line with the approved GAD Plans and Budget (GPB) for FY 2023 which requires the procurement of representation for GAD Technical Learning Sessions.

II. OBJECTIVES

In summary, this initiative aims to:

1. 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. Empower men and women to realize their full human potential and enjoy freedom from a safe and protected environment;
3. Enhance gender mainstreaming in the data privacy policies, plans, programs, and projects;
4. Strengthen GAD mechanisms to facilitate and sustain GAD initiatives; and
5. 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, with particulars below:

| Particulars | Unit Price | Quantity | Total Price |
|--|------------|-------------------|-------------|
| 1 main dish and 1 cup of rice | ₱ 112.00 | 475 | ₱ 53,200.00 |
| Pasta | ₱ 82.00 | 369 | ₱ 30,258.00 |
| Overflowing brewed coffee (good for 50pax) | ₱ 4,270.00 | 2 | ₱ 8,540.00 |
| | | GRAND TOTAL PRICE | ₱ 91,998.00 |

The above-mentioned quantity and particulars will be divided into workshops/seminars/programs/activities/meetings specified below:

| Workshops/Seminars/Programs/Activities/Meetings | Tentative Dates *The exact date will be communicated to the winning bidder 2 working days prior to the event | Quantity |
|---|---|---|
| 1. Meeting with PPO Dir., PDD Chief, and PRD Chief on the issuance of advisory opinions on gender-related inquiries | 1 st – 2 nd week of July 2023 | 10 pax (pasta) |
| 2. FY 2023 GAD Mid-Year Townhall Activity | Last week of June 2023 | 100 pax (1 main dish and 1 cup of rice) |
| 3. Meetings with PIAD regarding the Update and maintenance of GAD Corner - Website | 2 nd week of July 2023 | 10 pax (1 main dish and 1 cup of rice) |
| | 1 st week of September 2023 | 10 pax (1 main dish and 1 cup of rice) |

| | | |
|---|--------------------------------------|--|
| 4. GAD FPS Meeting | 2 nd week of August | 40 pax (1 main dish and 1 cup of rice) |
| 5. GAD FPS-TWG Chairperson, Vice Chairperson, and Secretariats Meetings | June to December as deemed necessary | 25 pax (1 main dish and 1 cup of rice) 29 pax (1 pasta) |
| 6. GAD FPS-TWG Secretariats Meetings, with Sub-units, and with Program Implementers | June to December as deemed necessary | 10 pax (1 main dish and 1 cup of rice) 40 pax (1 pasta) |
| 7. 18-Day Campaign to End Violence Against Women Kickoff Ceremony: Seminar on Gender Sensitivity Training | 28 November 2023 | 100 pax (1 main dish and 1 cup of rice) 100 pax (1 pasta) 50 pax (1 overflowing brewed coffee) |
| 8. Workshop on Gender-fair Language | 06 December 2023 | 90 pax (1 pasta) |
| 9. 18-Day Campaign to End Violence Against Women Culminating Ceremony | 12 December 2023 | 100 pax (1 main dish and 1 cup of rice) 100 pax (1 pasta) |
| 10. FY 2023 Year-End Program | 18 December 2023 | 80 pax (1 main dish and 1 cup of rice) 50 pax (1 overflowing brewed coffee) |

- B. Provision of meals to persons with prescribed diet or food restrictions (due to religious, beliefs, and medical reasons) without minimum order quantity;
- C. The service provider shall contain and provide the following required documents:
- a. PhilGEPS registration;
 - b. BIR or Mayor's permit;
 - c. Omnibus sworn statement with applicable attachments;
 - d. 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 from June to December 2023, which shall commence from the issuance of the Notice to Proceed/Purchase Order/Contract.

VI. PAYMENT AND DELIVERY

Payment for the catering service provided will be processed at the end of the contract and upon submission of correct and complete pertinent documents such as Certificate of Acceptance of Output, Certificate of Completion and Final Acceptance, Supplier Evaluation Form, and the like provided by the end-user/GAD FPS. The unit price indicated in the quotation shall remain the same despite the increase or decrease in the country's inflation rate.

The service delivery shall be made upon receipt of the approved letter and delivered to the indicated place in the letter.

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)*

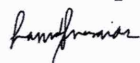
VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

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 : Ninety-two Thousand Pesos Only (Php 92,000.00)

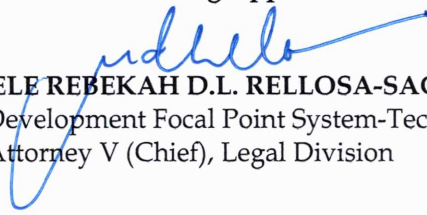
Prepared by:

 Digitally signed
by Anasarias
Hannah Tabion

HANNAH T. ANASARIAS

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

Recommending Approval:



ATTY. RASIELE REBEKAH D.L. RELLOSA-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