



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

NEWSPAPER PUBLICATION

02 August 2023

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **NEWSPAPER PUBLICATION (APP 2023-0049)**. 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., 08 August 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-23-00532

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
NEWSPAPER PUBLICATION**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 100,000.00)		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 "Technical Specification" for: <p>A. Technical Requirements</p> <ol style="list-style-type: none"> 1. Specifications of the Circular <ol style="list-style-type: none"> a. Text color: Black b. Font style: Arial c. Font size: 8pt (necessary adjustment should not be smaller than 6pt) 2. The duration of publication is one (1) day only. 3. The space allotted for the Circular is one (1) full newspaper page. 4. The readership of the newspaper is any newspaper with the widest circulation nationwide. 5. The supplier should be one that is of newspaper of general circulation', which means that: <ol style="list-style-type: none"> a. They publish for the dissemination of local or telegraphic news and intelligence of a general information; b. They have a bona fide subscription list of paying subscribers; and c. They have been established, printed, and published at regular intervals in the country 6. The supplier should be able to publish the Circular on Data Privacy Competency within five (5) calendar days upon the approval of the final layout from the end-user (Phil-DPO) 			

		<p>7. The supplier should be able to give five (5) complimentary copies of the printed Circular to the NPC.</p> <p>8. The supplier should be able to provide an Affidavit of Publication.</p> <p><i>"See attached Technical Specification for the Description"</i></p>			
		<p>B. Payment and Delivery</p> <p><i>Should be published within five (5) calendar days upon the approval of the final layout</i></p> <p><i>Delivery of the five (5) complimentary copies of the printed Circular should be within three (3) calendar days after the publication</i></p>			
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 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

TECHNICAL SPECIFICATION

NEWSPAPER PUBLICATION
(APP Item No. 2023-0049)

I. BACKGROUND

The National Privacy Commission (NPC) is an independent regulatory body in the Philippines responsible for protecting the privacy rights of individuals and ensuring the secure and accountable handling of personal data through the execution and enforcement of the Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA).

The NPC promotes and raises awareness and education about data privacy rights and obligations by conducting educational campaigns, seminars, and training programs to educate individuals, organizations, and government agencies on the best data privacy practices.

In order to attain this, the NPC, through the Phil-DPO Program, developed competent Data Protection Officers (DPOs) in the country by initiating the DPO Accountability, Compliance, and Ethics (ACE) Training and the Training the Trainers (T3) Program.

The DPO ACE Training capacitates the DPOs with the knowledge necessary to excellently administer the compliance of their respective organizations in accordance with the provisions of the Act, while the T3 Program accredits training providers to broaden the depth and extent of data privacy public education and training throughout the Philippines.

Both DPO ACE Training and T3 Program, however, were ad hoc initiatives and not supported by any type of formal issuances. As such, these will be discontinued.

Considering this, the NPC must systematize and formalize its data privacy courses and training programs under the Data Privacy Competency Program (DPCP) to enhance both accessibility of educational materials and the quality of training programs on data privacy and protection available in the Philippines. Through the DPCP, the NPC aims to enhance the quality of data privacy education in the Philippines, and democratize the cost and accessibility of data privacy education especially outside Metro Manila.

The Circular sets forth the framework of the DPCP. The DPCP consists of courses on the foundational and operational aspects of the DPA that are essential for anyone who seeks to have a better understanding of the law and its application, and other projects on data privacy education. The courses under the Program include (1) a Data Privacy

Foundational Course, which equips anyone with the basic knowledge to comply with the DPA and its application to real-life situations; and (2) additional courses on more specific data privacy topics.

II. OBJECTIVES

The publication of the Circular in one (1) newspaper of general circulation aims to formally launch the scope and purpose of the DPCP in the best interest of the public.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. Specifications of the Circular:
 - a. Text color: Black
 - b. Font style: Arial
 - c. Font size: 8pt (necessary adjustment should not be smaller than 6pt)
2. The duration of publication is one (1) day only.
3. The space allotted for the Circular is one (1) full newspaper page.
4. The readership of the newspaper is any newspaper with the widest circulation nationwide.
5. The supplier should be one that is of newspaper of general circulation¹, which means that:
 - a. They publish for the dissemination of local or telegraphic news and intelligence of a general information;
 - b. They have a bona fide subscription list of paying subscribers; and
 - c. They have been established, printed, and published at regular intervals in the country.
6. The supplier should be able to publish the Circular on Data Privacy Competency within five (5) calendar days upon the approval of the final layout from the end-user (Phil-DPO).
7. The supplier should be able to give five (5) complimentary copies of the printed Circular to the NPC.
8. The supplier should be able to provide an Affidavit of Publication.

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Newspaper Publication	1 lot	Publication of the Circular should be within five (5) calendar days upon	Affidavit of Publication Statement of Account/Official

¹ California Legislative Information, "Title 1. General, Division 7. Miscellaneous, Chapter 1. Publications and Official Advertising. Article 1. General [6000]" Amended by Stats. 2016, Ch. 703, Sec. 12. (AB 2881) Effective January 1, 2017.

		the approval of the final layout. Delivery of the five (5) complimentary copies of the printed Circular should be within three (3) calendar days after the publication.	Receipt/Billing Invoice
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Place of Delivery: NPC, 5th 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, upon issuance of the Certificate of Acceptance of Output and Inspection by the Inspection and Acceptance Committee, and submission of complete payment documents by the End-User (Phil-DPO).

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be: *choose one*

1. *Alternative Mode through Negotiated Procurement – a. Small Value Procurement*

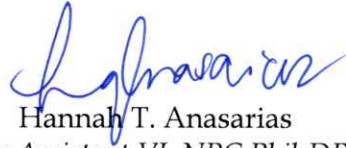
VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : Phil-DPO Program’s Budget-PPMP charged to GAS-MOOE
(2023 Current Appropriations) RA 11936 – General Appropriations Act for FY 2023

APP Item No.: 2023-0049

Approved Budget for the Contract : One Hundred Thousand Pesos Only (Php 100,00.00).

Prepared by:



Hannah T. Anasarias
Administrative Assistant VI, NPC Phil-DPO Program

Reviewed and Recommending Approval by:



Celine Melanie A. Dee
Executive Assistant IV, DPC-LYA

Approved by:



Leandro Angelo Y. Aguirre
*Chairperson, NPC Phil-DPO Program and
Deputy Privacy Commissioner*