



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

POSTAGE AND COURIER THRU PHILIPPINE POSTAL CORPORATION
(APP Item No. 2023-0022)

25 August 2023

MR. LUIS D. CARLOS

Postmaster General and CEO

Manila Central Post Office Building,
Magallanes Drive, Liwasang Bonifacio,
Barangay 659-A, Ermita, Manila

Thru: Mr. Jeffrey P. Catayong

Marketing Specialist III

jeffcatayong@yahoo.com

Re: Request for Quotation

Dear **Mr. Carlos**:

The National Privacy Commission intending to engage the service of the Philippine Postal Corporation for the procurement of **POSTAGE AND COURIER THRU PHILIPPINE POSTAL CORPORATION (APP Item No. 2023-0022)** with Agency-to-Agency as the mode of procurement.

As such, we would like to request your quotation for the said engagement, the details of which is discussed in the attached Scope of Work.

Please submit your quotation and your manifestation of compliance to the attached Scope of Work via e-mail to bacsecretariat@privacy.gov.ph or courier in a sealed envelope not later than **12:00NN., 31 August 2023** 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-23-00579

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
POSTAGE AND COURIER THRU PHILIPPINE POSTAL CORPORATION**

I T E M	U N I T	Q T Y	Description/Specifications	Approved Budget of the Contract (Php 150,000.00)		Compliance (Manifest your compliance by <u>writing "COMPLY" in every item</u>)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: 			
			<p>A. Scope of Work "See attached documents for the Description"</p>			
			<p>B. Contract Duration Six (6) months from the Notice to Proceed or until exhaustion of funds, whichever comes first</p>			
			<p>C. Payment and Delivery "See attached documents for the Description"</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 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. Payment shall be processed upon receipt of monthly billing statement and upon issuance of Certificate of Acceptance of Output by the end-user.
- 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

POSTAGE AND COURIER THRU PHILIPPINE POSTAL CORPORATION
(APP Item No. 2023-0022)

I. BACKGROUND

The National Privacy Commission (NPC) needs a courier service provider to handle, deliver and/or retrieve mails, parcels and documents to and from different areas in the Philippines and other countries in a reliable, speedy and effective manner. This is in compliance with the mandate of the Commission relative to the implementation and enforcement of the Data Privacy Act 2012 and its IRR.

The NPC through the Administrative Services Division shall ensure the speedy delivery of all official mailings/documents/materials/parcels related to all NPC Cases, projects, initiatives, and communications to both in the private and government sector.

II. OBJECTIVES

To procure Postage and Courier Services thru the Philippine Postal Corporation

III. SCOPE OF WORK

The National Privacy Commission requires the following:

1. Delivery of the NPC documents/parcels/printed materials to the addressee in accordance with the published service delivery standards/schedule of the provider
2. Reliability to transport parcels and related items to far-flung areas in the Philippines which cannot be reached by other courier service providers
3. Online tracking of status of delivery of parcels and mails
4. Priority handling of documents and other printed materials from acceptance to delivery
5. Provision of date and time of receipt, name and signature of recipient
6. Return to the NPC General Records Unit the physical copy of all unclaimed NPC mails in accordance with the published service delivery standards/schedule of the provider
7. Indemnification in case of loss or damage of documents, parcel or related items
8. Availability of customer service personnel to reply to queries via the internet

9. The monthly mailing/courier expenses of the NPC are Php 25,000.00 or a total of Php 150,000.00 for six (6) months.
10. All documents that the provider received from the NPC during the contract period/agreement are deemed confidential information as well as all personal information collected from the NPC and the provider shall comply with the relevant provisions of the Data Privacy Act of 2012 and its IRR and other issuances.

IV. CONTRACT DURATION

The engagement with the provider shall be six (6) months from receipt of Notice to Proceed or upon exhaustion of funds, whichever comes first.

V. PAYMENT AND DELIVERY

The NPC shall comply to the requirements of the provider in terms of payment of deposit maintaining an amount equivalent to two (2) months which will be subject for a monthly replenishment or upon receipt of summary of actual mailing expenses indicating the actual balance of the deposit.

The payment of deposits shall also include the other charges that will be stated in the contract or in accordance with the terms and conditions of the service provider for availment of their services if it is reflected in the statement of account/billing statement.

VI. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service and the mode of procurement shall be Agency- to- Agency.

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

Source of Fund : FY2023 Current Appropriations- General
Appropriations
Act 2023 (APP Item No. 2023- 0022)

Approved Budget
for the Contract : One Hundred Fifty Thousand Pesos Only
(Php 150,000.00).

Prepared by:


ROCHELLE A. MONDALA
Administrative Office III, ASD

Recommending Approval:


MARLON RUBEN N. FABRICANTE
Chief Administrative Officer, ASD

Approved by:


Atty. MANUEL C. SATUITO
Director IV, FAO †