



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**REPRESENTATION (MEALS)  
(APP Item No. 2023-0048)**

25 August 2023

**SHIELA MARCELO**  
Via Mare  
[sheilamarcelo@yahoo.com](mailto:sheilamarcelo@yahoo.com)

**Re: Request for Quotation**

The National Privacy Commission is intending to engage your service for the provision of **REPRESENTATION (MEALS) (APP 2023-0048)**. As such, we would like to request your quotation for the said engagement signed by your authorized representative not later than **12:00 NN, 31 August 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](mailto: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-23-00586

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**SCOPE OF WORK  
REPRESENTATION (MEALS)**

I T E M	U N I T	Q T Y	Description/Specifications	Approved Budget of the Contract (Php 125,000.00)		Compliance  (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>Please refer to the "Scope of Work" for: The exact date will be communicated 2 working days prior to the event.</li> </ul>			
			<b>1. Service Requirements</b>			
			<b>a. 3<sup>rd</sup> Week of August</b>			
			• 1 main dish and 1 cup of rice	60 pax		
			• Soda	60 pcs		
			• Bottled Water	5 pcs		
			<b>b. 4<sup>th</sup> Week of September 2023</b>			
			• Pasta	30 Pax		
			• 1 main dish and 1 cup of rice	15 Pax		
			• Soda	30 Pax		
			• Bottled Water	5 pcs		
			<b>c. 4<sup>th</sup> Week of September 2023</b>			
			• 1 main dish and 1 cup of rice	50 Pax		
			• Soda	50 pcs		
			• Bottled Water	5 pcs		
<b>d. 2<sup>nd</sup> Week of October 2023</b>						
• Pasta	30 Pax					
• 1 main dish and 1 cup of rice	120 Pax					
• Soda	135 Pax					
• Bottled Water	10 pcs					
<b>e. 3<sup>rd</sup> Week of November 2023</b>						
• Pasta	300 Pax					

		<ul style="list-style-type: none"> <li>• 1 main dish and 1 cup of rice      150 Pax</li> <li>• Soda      300 Pax</li> <li>• Bottled Water      35 pcs</li> </ul>			
		<b>2. Contract Duration</b> <i>August to December 2023</i>			
		<b>3. Payment and Delivery</b> <i>Delivery will be coordinated 2 days before the event</i>			
<b>TOTAL</b>					

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 August 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

REPRESENTATION (MEALS)  
(APP Item No. 2023 - 0048)

I. BACKGROUND

The National Privacy Commission (“NPC” or the “Commission”) is an independent body mandated to administer and implement the Data Privacy Act of 2012 (DPA), and to monitor and ensure compliance of the country with international standards set for data protection.

Being a relatively new government agency, which started operations in 2016, the NPC strives to embody the ideals of good governance in its day-to-day operations, ensuring transparency, accountability, and efficient processes for the performance of its public functions and the provision of public services. This involves streamlining of processes and minimizing requirements.

Executive Order No. 605 series of 2007, “Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program, amending for the Purpose Administrative Order No. 161, s. 2006” mandates that all government institutions to have a Quality Management System. The said EO was strengthened by the directive of President Rodrigo R. Duterte that all government agencies must secure the trust and confidence of all its stakeholders, especially the Filipino citizens.

QMS refers to the organizational structure, responsibilities, procedures, processes, and resources needed to implement quality management. This standard specifies requirements for a quality management system when an organization: needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements; and aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements. All the requirements of ISO 9001:2015 are generic and are intended to be applicable to any organization, regardless of its type or size, or the products and services it provides.

The NPC-QMS will conduct the activities to ensure its continuing suitability, adequacy, effectiveness, and alignment with the strategic direction for the implementation of the QMS in the commission.

## II. OBJECTIVES

The NPC-QMS will procure meals and snacks for required participants or NPC Personnel who will attend the QMS Activities.

## III. SCOPE OF WORK

The service provider shall provide the catering services for the NPC officials and personnel, with particulars below:

Particulars	Estimated Unit Price	Quantity	Total Price
1 main dish and 1 cup of rice	150.00	395	59,250.00
Pasta	82.00	360	29,520.00
Soda	58.00	575	33,350.00
Bottled Water	40.00	60	2,400.00
<b>Grand Total Price</b>			<b>124,520.00</b>

The abovementioned quantity and particulars will be divided into training workshops specified below:

Training Workshops	Tentative Dates	Quantity
Refresher course on Documented Information Team (DIT)	3 <sup>rd</sup> Week of August 2023	<b>Lunch</b> 60 pax (1 main dish and 1 cup of rice with soda)  5 pcs. of Bottled Water
Learning Session with 1 <sup>st</sup> Surveillance Auditees and 2 <sup>nd</sup> Surveillance Potential Auditees	4 <sup>th</sup> Week of September 2023	<b>AM Snack</b> 15 pax (Pastry or Pasta)  <b>Lunch</b> 15 pax (1 main dish and 1 cup of rice with soda)  <b>PM Snack</b> 15 pax (Pastry or Pasta with Soda)  5 pcs. of Bottled Water
3 <sup>rd</sup> Management Review	4 <sup>th</sup> Week of September 2023	<b>Lunch</b> 50 pax (1 main dish and 1 cup of rice with soda)  5 pcs. of Bottled Water
Simulation Audit (GAP Assessment)	2 <sup>nd</sup> Week of October 2023	<b>AM Snack</b> 15 pax (Pastry or Pasta)

		<p><b><u>Lunch</u></b> 120 pax (1 main dish and 1 cup of rice with soda)</p> <p><b><u>PM Snack</u></b> 15 pax (Pastry or Pasta with Soda)</p> <p>10 pcs. of Bottled Water</p>
2 <sup>nd</sup> Surveillance Audit	3 <sup>rd</sup> Week of November 2023	<p><b><u>AM Snack</u></b> 150 pax (Pastry or Pasta)</p> <p><b><u>Lunch</u></b> 150 pax (1 main dish and 1 cup of rice with soda)</p> <p><b><u>PM Snack</u></b> 150 pax (Pastry or Pasta with Soda)</p> <p>35 pcs. of Bottled Water</p>

- ii. Provision of meals to persons with prescribed diet or food restrictions (due to religious and medical reasons) without minimum order requirements;
- iii. Shall submit/ provide the following documents;
1. PhilGEPS Registration
  2. Mayor's/Business Permit
  3. Omnibus Sworn Statement with applicable attachments (ABC above Php 50,000.00) and Income/Business Tax Return (ABC above Php 500,000.00)
  4. Other documents as needed and prescribed under revised IRR of Republic Act No. 9184.

#### IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have the proper facilities and technical expertise to curate and serve the full-course menu requirement.

**V. CONTRACT DURATION**

The engagement shall commence from the issuance of notice to proceed/PO until December 08, 2023, or until the exhaustion of funds whichever comes first.

**VI. PAYMENT AND DELIVERY**

<b>Full Delivery</b>	Full Delivery should be made in August to December 2023
<b>Place of Delivery</b>	5 <sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment for the services rendered will be processed upon receipt of the billing statement and upon issuance of a Certificate of Acceptance of Output by the End-User.

**VII. MODE AND NATURE OF PROCUREMENT**

This shall be the procurement of Service.

The mode of procurement shall be:

- Alternative Mode through Direct Contracting*

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

Source of Fund : FY 2023 General Appropriations NPC Annual Procurement Plan FY 2023 (APP Item No. 2023-0048)

Approved Budget for the Contract : One Hundred Twenty-Five Thousand Pesos Only (Php 125,000.00).

**Prepared by:**

SGD.

**JAMES B. PALOMAR JR.**  
*Member, QMS Secretariat*

SGD.

**PAULO JOHN M. VILLAR**  
*Head, QMS Secretariat*

**Approved by:**



Digitally signed by Patula  
Maria Theresita Elnar

**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, Legal and Enforcement Office/  
Quality Management Representative*