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## REQUEST FOR QUOTATION

### NPC OPERATIONAL PLANNING FOR FY 2024 (LEASE OF VENUE) (APP Item No. 2023-0073)

17 October 2023

#### NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **NPC OPERATIONAL PLANNING FOR FY 2024 (LEASE OF VENUE) (APP 2023-0073)**. 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., 23 October 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. Income/Business Tax Return of the preceding year<sup>1</sup>; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Evaluation and Selection Criteria: Bid proposals/quotation shall be evaluated in accordance with the Table Rating Factors for Lease of Venue under Annex H – Appendix B (D) of the 2016 Revised Implementing Rules and Regulations of RA 9184. Only the proposals of service providers/lessor with a weighted average of at least Eighty percent (80%) shall be considered as responsive.

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  
5<sup>th</sup> 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

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<sup>1</sup> Except for government agencies as lessors, pursuant to Annex H – Appendix A of the 2016 Revised Implementing Rules and Regulation of RA 9184

**SCOPE OF WORK**  
**NPC OPERATIONAL PLANNING FOR FY 2024 (LEASE OF VENUE)**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 250,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u> )
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>Please refer to the "Scope of Work" for:</li> </ul>			
			<b>1. Scope of Work</b>			
			<b>A. Functionality</b> <ul style="list-style-type: none"> <li>Conference room capable of accommodating 70-80 participants for a duration of two (2) days</li> <li>Equipped with efficient air-conditioning</li> <li>Offer free and unlimited Wi-Fi connection</li> </ul> <i>"See attached Scope of Work for the description"</i>			
			<b>B. Food/catering</b> <ul style="list-style-type: none"> <li>Furnish full board meals throughout the event</li> <li>Include free-flowing brewed coffee and a selection of candies/sweets</li> </ul> <i>"See attached Scope of Work for the description"</i>			
			<b>C. Facilities</b> <ul style="list-style-type: none"> <li>Free use of audio-visual equipment such as microphones, projectors, tv screens</li> </ul> <i>"See attached Scope of Work for the description"</i>			
			<b>D. Location</b> <ul style="list-style-type: none"> <li>Must be situated within Pasay City</li> </ul> <i>"See attached Scope of Work for the description"</i>			
			<b>E. Adequate Parking Facility:</b> A venue that can accommodate at least 10 vehicles free of charge			
<b>F. Security/safety</b> <ul style="list-style-type: none"> <li>Adhere to and must implement minimum health and safety protocols specified by the current Alarm Level issued by the IATF and the Local Government Unit</li> </ul> <i>"See attached Scope of Work for the description"</i>						

		<p><b>2. Contract Duration</b>  The engagement is for two (2) days commencing from <b>26 October 2023</b> and concluding on <b>27 October 2023</b>  <i>"See attached Scope of Work for the description"</i></p>			
		<p><b>3. Payment and Delivery</b>  Shall be made upon receipt of the billing statement from the supplier  <i>"See attached Scope of Work for the description"</i></p>			
<b>TOTAL</b>					

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. 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.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Full Payment shall be made upon receipt of billing invoice or statement of account and issuance of Certificate of Acceptance of Output by the end-user not later than 10 days after the conduct of activity.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



## SCOPE OF WORK

### **NPC Operational Planning for FY 2024 (Lease of Venue) (APP Item No. 2023 - 0073)**

#### **I. BACKGROUND**

The National Privacy Commission (NPC) is at the forefront of the government's program to strengthen Filipino's trust in data management of the industry and services related to the handling of personal information and security breaches. The demand for the Commission to fully deliver and continually improve its products and services is gradually increasing. Many of which are underpinned by the Commission's prompt response to "privacy panics", complaints and privacy concerns reported to the agency. Therefore, the NPC urges government agencies and private entities to further strengthen their privacy management strategies by 2024.

Over nearly seven (7) years, the NPC has demonstrated its effectiveness as a regulator as well as the authority in data protection and information governance through the implementation of its strategic initiatives under its big-ticket program known as the Regulatory and Enforcement Program, which is consistent with its mission and vision geared towards achieving the goals of the Philippine Development Plan 2023-2028 which aims to reinvigorate job creation and accelerate poverty reduction by steering the Philippine economy back to its high-growth trajectory and effect economic and social transformation for a prosperous, inclusive, and resilient society.

His Excellency, President Ferdinand Marcos Jr. recognized the gravity of securing data while encouraging free flow of information in his 2<sup>nd</sup> State of the Nations Address (SONA) on 24 July 2023 highlighted the focus of the Philippine government to aspire to protect digital users and consumers from identity theft, phishing, other online scams, through essential systems and safeguards, such as cybersecurity, data privacy, consumer complaint mechanisms and financial literacy campaigns.

Moreover, through various advocacy campaigns and activities and concentrating on seven strategic/operational objectives such as (1) empowered data subjects, (2) enabled data privacy resilience of stakeholders, (3) ensured world class data privacy standards established in the country, (4) strengthened regulatory and enforcement services, (5) effective and efficient systems and processes, (6) ensured efficient and effective financial and logistical resources, and (7) motivated, rewarded and competent staff, the Commission has increased public awareness and knowledge on the Data Privacy Act (DPA) from 13% in 2017 to 25% in 2021.

Given these interventions, the NPC is cognizant of the need to focus on government digitization for the Philippines to be in the forefront of 21<sup>st</sup> century governance. To hasten and sustain social and economic recovery while setting the foundation of building resilience, the NPC has succeeded in strengthening consumer protection and managing digital technology risks.

As the Commission has developed its 2023-2028 Strategic Plans aligned with the Philippine Development Plan, the Commission is now undertaking a comprehensive review and recalibration of its 2024 Operational Plans. This endeavor is essential for the NPC to gain a deep understanding of its current position, chart its future direction and identify the necessary actions. This process necessitates substantial investment in formulating medium to long-term strategies and plans.

To achieve this objective, the NPC aims to conduct an Operational Planning session aimed at delineating operational vision and mission for the NPC in the year 2024. This session will help determine internal strengths and weaknesses, as well as goals taking into account the external opportunities and potential threats.

## II. OBJECTIVES

This activity aims to analyze the current status of the Commission and formulate the National Privacy Commission's Operational plans for the fiscal year 2024. Specifically, at the end of the three (3) day activity, the participants will be able to:

- Assess the overall performance of NPC from 2022 to third quarter of FY 2023;
- Identify the factors that affected NPC's performance from first to third quarter of FY 2023;
- Craft comprehensive program of actions for the 4<sup>th</sup> Quarter of FY 2023;
- Revisit and update, if necessary, the NPC's FY 2023-2028 Strategic Plan; and
- Recommend the NPC's operational directions for the ensuing year 2024-2025, aligning them with the Commission's goals and objectives.

## III. SCOPE OF WORK

- a. **Functionality:**
  - i. Conference room capable of accommodating **70-80** participants for a duration of two (2) days
  - ii. Equipped with efficient air-conditioning
  - iii. Offer free and unlimited Wi-Fi connection
- b. **Food/Catering:**
  - i. Furnish full board meals throughout the event
  - ii. Include free-flowing brewed coffee and a selection of candies/sweets
- c. **Facilities:** Free use of audio-visual equipment such as microphones, projectors, tv screens

- d. **Location:** The chosen venue/facility must be situated within Pasay City.
- e. **Adequate Parking Facility:** A venue that can accommodate at least 10 vehicles free of charge
- f. **Security/safety:** Adhere to and must implement minimum health and safety protocols specified by the current Alarm Level issued by the IATF and the Local Government Unit

**IV. QUALIFICATION OF SERVICE PROVIDER**

The Supplier must have a PHILGEPS registration, BIR or Mayor’s permit, Omnibus sworn statement and other related procurement documents as may be required by the Bids and Awards Committee.

**V. CONTRACT DURATION**

The engagement is for two (2) days commencing from 26 October 2023 and concluding on 27 October 2023.

The contract period may change depending on the directive of the Privacy Commissioner, declaration of a state of national emergency, or other unforeseen circumstances that may arise.

**VI. PAYMENT AND DELIVERY**

Payment shall be made upon receipt of the billing statement from the supplier.

**VII. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Services.

The mode of procurement shall be *Lease of Real Property and Venue*

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

Source of Fund : Maintenance and Other Operating Expenses, NPC FY 2023 Annual Procurement Plan (APP Item No. 2023-0073)

Approved Budget for the Contract : Two Hundred Fifty Thousand Pesos Only (Php 250,000.00)

Prepared by:



**ABEGAIL J. CORREA**  
Administrative Officer I, FPMD

Reviewed by:



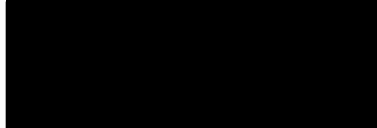
**FIONAMAЕ HILDA V. ABAINZA**  
*Administrative Officer IV, FPMD*

Recommending Approval:



**MARI U. IAN**  
*Chief Administrative Officer, FPMD*

Approved By:



**ATTY. MANUEL C. SATUITO**  
*Director IV, FAO*