



REQUEST FOR QUOTATION

PLAQUES (APP Item No. 2023-0033)

25 October 2023

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PLAQUES (APP Item No. 2023-0033)**. 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 **9:00 A.M., 3 November 2023**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the 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;
4. Income/Business Tax return of the preceding year; and
5. 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:

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.

**TECHNICAL SPECIFICATION
PLAQUES**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				(Php 50,000.00)		
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 			
			1. Technical Requirements Quantity <ul style="list-style-type: none"> • 25 Pcs 			
			Quality <ul style="list-style-type: none"> • High Quality, elegant 			
			Functionality Please see attached "Technical Specification" for description			
			Item Description <ul style="list-style-type: none"> • Glass material with sublimation print • Wooden Base • Approximate Size: 8" width, 9" height and 3" depth (shape indicated in the photo below) For other contents please see attached "Technical Specification" for description			
			2. Warranty <ul style="list-style-type: none"> • Manufacturing defect, as well as parts and service • 30 days to cover for damaged or broken parts • Shall commence upon issuance of the Certificate of Acceptance 			
			3. Payment and Delivery <ul style="list-style-type: none"> • Approval of sample shall be within seven (7) working days after the award of contract • Full Delivery shall be on or before 13 December 2023 			
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 schedule signing of Notice to 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, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.
- VI. Approval of sample shall be within seven (7) working days after the award of contract
- VII. Full Delivery shall be on or before 13 December 2023

CONFORME:

(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



TECHNICAL SPECIFICATION

PLAQUES (APP Item No. 2023 - 0033)

I. BACKGROUND

The National Privacy Commission (NPC) is the country's privacy watchdog: an independent body mandate to administer and implement the Data Privacy Act of 2021 and to monitor and ensure compliance the country with international standards set for data protection. The law was passed in 2012, but it was only in 2016 that the first Privacy Commissioner was appointed, and the secretariat was formed.

Recognizing and rewarding employees for their dedication and contributions is an important practice for maintaining motivation and fostering a positive work environment. The Policy Guidelines on Awards and Incentives for Service Excellence (PRAISE) is a structured and fair way to acknowledge the efforts of deserving employees. Providing both monetary and non-monetary incentives is a thoughtful approach as it caters to various types of recognition that employees might appreciate.

The Annual Employees Appreciation FY2023 will be held on 14 December 2023 to formally honor and celebrate accomplishments of the NPC's workforce over the past year. This event will be a morale booster, and a wonderful opportunity to show gratitude to employees to their dedication.

II. OBJECTIVES

To procure plaques as token of appreciation for the NPC personnel who have served loyal to the country and this agency, and in recognition of hard work and dedication for to be awarded during the Annual Employees Appreciation FY2023.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. *Quantity* - 1 lot, offer must not be lower than 25 pieces
2. *Quality* - High quality, elegant
3. *Functionality*
4. *Item Description (color, size, unit of measurement, weight etc.)*
 - Glass material with sublimation print
 - Wooden base
 - Approximate size: 8" width, 9" height and 3" depth (shape indicated in the photo below)

- Final contents/wordings will be provided by the NPC thru the Human Resource Development Division



5. *Supplier's Qualification* - The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by BAC Secretariat.
6. *Warranty*
 - a. *Warranties against manufacturing defects, as well as parts and service*
 - b. *Warranty period/s: 30 days to cover for damaged or broken parts*
 - c. *Warranty shall commence upon issuance of the Certificate of Acceptance*

IV. PAYMENT AND DELIVERY

Full delivery shall be on or before 13 December 2023.

Approval of sample shall be within seven (7) working days after the Award of Contract to the winning supplier.

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 Purchase Request and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be:

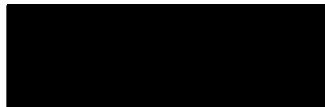
1. *Alternative Mode through Negotiated Procurement -
a. Small Value Procurement*

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. 2023-0033)

Approved Budget
for the Contract : Fifty Thousand Pesos Only (Php 50,000.00).

Prepared by:



Maria Donabella A. Tavora
SAO, HRDD

Recommending Approval:



Rosaly B. Santos
Chief, HRDD

Approved by:



Atty. Manuel C. Satuito
Director IV, FAO