



## REQUEST FOR QUOTATION

### TOKENS (APP Item No. 2023-0034)

25 October 2023

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **TOKENS (APP Item No. 2023-0034)**. 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 **09:00 AM., 3 November 2023**.

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

1. Copy of the 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 attachments<sup>1</sup>; 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](mailto: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

<sup>1</sup> **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  
TOKENS**

Item	Unit	Qty	Description/Specifications		Approved Budget of the Contract (Php 375,000.00)		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 "Technical Specification" for:</li> </ul>				
			<b>1. Technical Requirements</b>				
			Description	Quantity			
			<b>Canvass Tote Bag with Print</b> Please see attached "Technical Specification" for reference	250 pcs			
			<b>Christmas Ham 1000g</b> Please see attached "Technical Specification" for reference <ul style="list-style-type: none"> <li>Shall allow FREE use of freezer in their warehouse/store for at least two (2) weeks storage</li> </ul>	200 pcs			
			<b>Foldable Automatic Umbrella UV Protection</b> Please see attached "Technical Specification" for reference	250 pcs			
			<b>Rectangular Glass Microwave Bowl with Bamboo Lid</b> Please see attached "Technical Specification" for reference	250 pcs			
			<b>3-pcs cutlery set/spoon, pork and chopsticks</b> Please see attached "Technical Specification" for reference	250 pcs			
<b>2. Payment and Delivery</b>							
<ul style="list-style-type: none"> <li>Sample products with prints must be presented to the End-user within ten (10) calendar days form the receipt of the Notice of Award</li> <li>Fully delivery of non-perishables on or before December 04, 2023</li> <li>Perishable Items on December 14, 2023 @ 12:00pm</li> </ul>							
<i>If not fully delivered, shall allow FREE use of freezer in their warehouse/store for at least two (2) weeks storage</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 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, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME:

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

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



---

## TECHNICAL SPECIFICATION

### TOKENS (APP Item No. 2023 - 0034)

#### 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 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 tokens of appreciation to NPC employees and stakeholders for their untiring service and support the achievement of the mission and vision of the organization.

The tokens were carefully selected to encourage all NPC personnel and stakeholders to support the call of the National Solid Waste Management Commission to ban the use unnecessary single-use plastics by government instrumentalities as a solid waste avoidance and minimization strategy.


#### III. TECHNICAL REQUIREMENTS / SPECIFICATIONS


##### 1. *Quantity*

- **1 lot**, specific number indicated in summary Table 1.0

2. *Quality* – See Table 1.0
3. *Functionality* - See Table 1.0
4. *Item Description (color, size, unit of measurement, weight etc.)* - See Table 1.0
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: shelf life of perishable goods indicated in the technical requirements

**Table 1.0 Summary of Items included in the lot.**

Item No.	Description	Quantity (Pcs)
1	<p>Canvass tote bag with print (design to be provided by HRDD)            High quality canvass (60 gsm)            Dimensions: 10" x 12" (expandable with side pocket)            Cotton webbing tape bag strap width 1", thickness 2mm            Environment-friendly and breathable            Color: Natural brown with white handle</p> 	250

2	<p>Christmas Ham 1000g  Premium 100% boneless ball ham (not restructured or glued together) made of pure premium meat that is firm and tender  Cured with adequate blend of spices and steamed to produce fully tenderized ham  Sugar or pineapple glazed  Flavor is a blend of sweetness and saltiness  Prime whole muscle ham  Vacuum packed with individual boxes Shelf life of not less than six (6) months</p> <p>Shall allow FREE use of freezer in their warehouse/store for at least two (2) weeks storage</p>	200
3	<p>Foldable automatic umbrella UV Protection  Waterproof and water repellent 3 folds  8 ribs  lightweight  Automatic open and close Color Blue  With print (design to be provided by HRDD)  Measurement: at least 90cm diameter (when open)  Weight: at least 350 g</p>	250
4	<p>Rectangular Glass Microwave Bowl with Bamboo Lid  With laser engraved logo of NPC on the cover  Size: 21 oz; dimensions: 6.6" x 4.8" x 2.1"</p> 	250

5	<p>3-pc cutlery set/spoon, fork and chopsticks Wooden material With cloth pouch</p> 	250
---	---	-----

#### IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Sample products with prints must be presented to the End-user for Approval	Sample quantity	Within ten (10) calendar days from the receipt of the Notice of Award	Notification via email/viber or thru Supply Officer
Full delivery of non-Perishables	1 lot	on/before 04 December 2023	Delivery Receipt
Perishable items	To be confirmed by end user	14 December 2023 12:00pm (if not fully delivered, see requirement on the <b>FREE use of freezer in the supplier's warehouse/store for at least two (2) weeks</b> as indicated in the description)	Delivery Receipt

**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 and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

**V. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Goods.

The mode of procurement shall be: *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. 2023-0034) ✓

Approved Budget  
for the Contract : Three Hundred Seventy-five Thousand Pesos Only  
(Php 375,000.00). ✓


Prepared by:

  
Maria Donabella A. Tavora  
SAO, HRDD

Recommending Approval:

  
Rosaly B. Santos  
Chief, HRDD

Approved by:

  
Atty. Manuel C. Satuito  
Director IV, FAO