



BIDS AND AWARDS COMMITTEE
Resolution No. 065-2023, Series of 2023

**RECOMMENDING THE AWARD OF CONTRACT FOR THE PROCUREMENT OF
REPRESENTATION (MEALS) (APP Item No. 2023-0048)**

WHEREAS, the National Privacy Commission (*NPC* or *Commission*) is an independent body mandated to administer and implement Republic Act No. 10173 of the Data Privacy Act of 2012 and to monitor and ensure compliance of the country with international standards set for data protection;

WHEREAS, 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;

WHEREAS, the NPC established a Quality Management System (QMS) as it 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;

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

WHEREAS, the NPC-QMS will procure meals and snacks for the required participants or NPC Personnel who will attend the QMS Activities;

WHEREAS, this item is covered by a Certification of Availability of Funds to cover the payment for one (1) lot Representation (Meals) amounting to One Hundred Twenty-Five Thousand (Php125,000.00) chargeable against Representation Expenses programmed under NPC CY 2023 APP with Item No. 2023-0048 with Direct Contracting as mode of procurement;

WHEREAS, a Request for Quotation dated 25 August 2023 was sent to Ms. Shiela Marcelo of Via Mare;

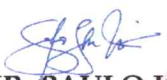
WHEREAS, in response to the RFQ, Via Mare Corporation submitted its responsive quotation on 28 August 2023 with a bid price of One Hundred Seventeen Thousand Five Hundred Sixty Pesos (Php117,560.00);

WHEREAS, on 04 September 2023, the NPC Bids and Awards Committee (NPC-BAC) proceeded to evaluate the submission by Via Mare Corporation and determined that it passed the legal, technical, and financial requirements mandated by R.A. 9184 and its IRR;

NOW, THEREFORE, for and in consideration of the foregoing, WE, the members of the NPC Bids and Awards Committee (NPC-BAC), hereby RESOLVE, as it is hereby RESOLVED, to recommend the award of contract for the procurement of Representation (Meals) to **Via Mare** for having the single calculated and responsive quotation in the total amount of **One Hundred Seventeen Thousand Five Hundred Sixty Pesos (Php117,560.00)** subject to the presentation of their original documentary requirements upon signing of the Notice of Award (NOA).


RESOLVED this 4th day of September 2023 via combination of on-site and videoconference meeting.


ATTEST:

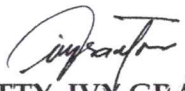

Digitally signed
by Villar Paulo
John Mojica
MR. PAULO JOHN M. VILLAR
Administrative Officer III, QMR Secretariat
End-user/Provisional BAC Member

On Official Business
MR. ERWIN D. ESPENILLA
HEA, OPC
BAC Member


Digitally signed
by Milanes Rainier
Anthony Mabias
ATTY. RAINIER ANTHONY M. MILANES
Chief, CMD
BAC Member



Digitally signed by
Fabricante Marlon
Ruben Natividad
MR. MARLON RUBEN N. FABRICANTE
Chief, ASD
BAC Member


Digitally signed by
Mendoza Ma
Josefina Eusebio
ATTY. MA. JOSEFINA E. MENDOZA
Attorney IV, LD
BAC Member


Digitally signed by
Ivy Grace T. Villasoto
ATTY. IVY GRACE T. VILLASOTO
Attorney V, PDD
BAC Vice Chairperson

On Official Business
ATTY. MARIA THERESITA E. PATULA
Director IV, LEO
BAC Chairperson

Approved:


ATTY. JOHN HENRY D. NAGA
Privacy Commissioner
Head of the Procuring Entity
Date: SEP 14 2023



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
5th Floor, Philippine International Convention Center,
Vicente Sotto Avenue, Pasay City, Metro Manila 1307



NOTICE OF AWARD

Date Issued: **SEP 14 2023**

MS. SHIELA T. MARCELO
Banquet Reservations Supervisor
Via Mare
2nd Floor PICC Complex,
Brgy. 076, Roxas Boulevard
Pasay City

Dear **MS. MARCELO**,

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 066-2023 series of 2023, the contract for **REPRESENTATION (MEALS)** amounting to **ONE HUNDRED SEVENTEEN THOUSAND FIVE HUNDRED SIXTY PESOS (PHP117,560.00)** VAT inclusive, is awarded to **Via Mare** consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

ATTY. JOHN HENRY D. NAGA
Privacy Commissioner
Head of the Procuring Entity

jnaga
Digitally signed
by Medalla
Joan Therese
Caragay

Conforme:

Ms. Shiela T. Marcelo
Banquet Reservations Supervisor
Via Mare
Date: SEP 14 2023

**PURCHASE ORDER
NATIONAL PRIVACY COMMISSION**

Entity Name

Supplier : VIA MARE CORPORATION	P.O. No. : 2023- <u>09-0020</u>																																												
Address : 2/F, PICC Complex Bldg., Roxas Blvd. St., Brgy. 076, Pasay City	Date : <u>SEP 18 2023</u>																																												
TIN : _____	Mode of Procurement : <u>Direct Contracting</u>																																												
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:																																													
Place of Delivery : <u>NPC OFFICE</u>	Delivery Term : The engagement shall commence from the issuance of Purchase Order/Notice proceed until December 8, 2023 or until exhaustion of funds whichever comes first.																																												
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount																																								
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DELIVERY:

- The engagement shall commence from the issuance of PO/NTP until December 8, 2023 or until exhaustion of funds whichever comes first
- The actual dates of delivery are subject to the request of the end user in accordance with the QMS calendar of activities/events.
- The request of delivery shall be submitted to the supplier within 2 working days prior to the date of activity/event

PAYMENT:



- Payment shall be made through send bill arrangement and shall be processed upon submission of correct and complete documents such as Certificate of Acceptance of Output, Certificate of Completion/Final Acceptance, Supplier Evaluation Form and other documents provided by the end-user/QMS.

(Total Amount in Words) ONE HUNDRED SEVENTEEN THOUSAND FIVE HUNDRED SIXTY PESOS ONLY

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

NOTICE TO PROCEED: Notice is hereby given that by conforming to this Purchase Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.

Contact Ms. Joan P. Del Mundo at (02)8234-2228 local 203 or email at asd@privacy.gov.ph for questions/delivery and other concerns.

Conforme:  MS. SHIELA T. MARCELO Signature over Printed Name of Supplier <u>21 SEP 2023</u> Date	Very truly yours,  ATTY. MANUEL C. SATUITO Signature over Printed Name of Authorized Official Director IV, FAO
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Fund Cluster : <u>01</u> Funds Available : <u>₱ 117,560.00</u> JOHANA CARLA T. GOMEZ <i>as per PCSO No. 017 s. 2023</i> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No. : <u>02-101-2023-09-00516</u> Date of the ORS/BURS: <u>SEPT. 20, 2023</u> Amount : <u>₱ 117,560.00</u>
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PURCHASE ORDER NATIONAL PRIVACY COMMISSION

Entity Name

Supplier : VIA MARE CORPORATION	P.O. No. : 2023-09-0020-1
Address : 2/F, PICC Complex Bldg., Roxas Blvd. St., Brgy. 076, Pasay City	Date : 13 OCT 2023
TIN : _____	Mode of Procurement : <u>Direct Contracting</u>

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>NPC OFFICE</u>	Delivery Term : The engagement shall commence from the issuance of Purchase Order/Notice proceed until December 8, 2023 or until exhaustion of funds whichever comes first
Date of Delivery : The engagement shall commence from the issuance of Purchase Order/Notice proceed until December 8, 2023 or until exhaustion of funds whichever comes first	Payment Term : <u>LDDAP-ADA</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	AMENDMENT ORDER REPRESENTATION (MEALS)	1	117,560.00	117,560.00
Specifications:					

NEW DELIVERY SCHEDULE

<p>A 1st Delivery Activity/ Event Title: <i>Learning Session with 1st Surveillance Auditees and 2nd Surveillance Potential Auditees</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Particulars</th> <th>No. of Orders</th> <th>Unit Price</th> <th>Total Price</th> </tr> </thead> <tbody> <tr><td>Pasta</td><td>30</td><td>82.00</td><td>2,460.00</td></tr> <tr><td>1 main dish and 1 cup of rice</td><td>15</td><td>112.00</td><td>1,680.00</td></tr> <tr><td>Soda</td><td>30</td><td>72.00</td><td>2,160.00</td></tr> <tr><td>Bottled Water</td><td>5</td><td>40.00</td><td>200.00</td></tr> </tbody> </table>	Particulars	No. of Orders	Unit Price	Total Price	Pasta	30	82.00	2,460.00	1 main dish and 1 cup of rice	15	112.00	1,680.00	Soda	30	72.00	2,160.00	Bottled Water	5	40.00	200.00	<p>C 3rd Delivery Activity/ Event Title: <i>Simulation Audit (GAP Assessment)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Particulars</th> <th>No. of Orders</th> <th>Unit Price</th> <th>Total Price</th> </tr> </thead> <tbody> <tr><td>Pasta</td><td>30</td><td>82.00</td><td>2,460.00</td></tr> <tr><td>1 Main dish and 1 cup of rice</td><td>130</td><td>112.00</td><td>20,160.00</td></tr> <tr><td>Soda</td><td>195</td><td>72.00</td><td>14,040.00</td></tr> <tr><td>Bottled Water</td><td>15</td><td>40.00</td><td>600.00</td></tr> </tbody> </table>	Particulars	No. of Orders	Unit Price	Total Price	Pasta	30	82.00	2,460.00	1 Main dish and 1 cup of rice	130	112.00	20,160.00	Soda	195	72.00	14,040.00	Bottled Water	15	40.00	600.00
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TOTAL: 117,560.00

NOTE: The provision for the delivery and payment of each services/items shall be in accordance with the attached Purchase Order No. 2023-09-0020


(Total Amount in Words) ONE HUNDRED SEVENTEEN THOUSAND FIVE HUNDRED SIXTY PESOS ONLY

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.


NOTICE TO PROCEED: Notice is hereby given that by conforming to this Purchase Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.

Contact Ms. Joan P. Del Mundo at (02)8234-2228 local 203 or email at asd@privacy.gov.ph for questions/delivery and other concerns.

Conforme:

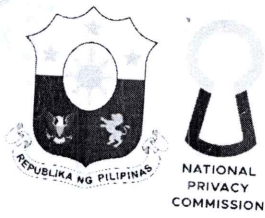

MS. SHIELA T. MARCELO
 Signature over Printed Name of Supplier
10/16/23
 Date

Very truly yours,


ATTY. MANUEL C. SATUITO
 Signature over Printed Name of Authorized Official
 Director IV, FAO

Fund Cluster : 01
 Funds Available : ₱ 117,560.00
JOHANA CARLA T. GOMEZ
as per PCSO No. 017 s. 2023
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 02-101-2023-09-00516
 Date of the ORS/BURS: SEP. 20, 2023
 Amount : ₱ 117,560.00 *gt*



MEMORANDUM

FOR : **ATTY. JOHN HENRY D. NAGA**
Privacy Commissioner

THRU : **FINANCE AND ADMINISTRATIVE OFFICE (FAO)**
ADMINISTRATIVE SERVICES DIVISION (ASD)

SUBJECT : **REQUEST REVISION OF PURCHASE ORDER FOR THE**
REPRESENTATION (MEALS)

DATE : 28 September 2023

This has reference to the issued Purchase Order for the Representation (Meals) of the Quality Management System (QMS) dated 18 September 2023.

The Quality Management Representative (QMR) team most respectfully requests for the revision of the Purchase Order of the Representation (Meals) of the QMS. Said changes are being requested because the QMS has already conducted training/workshop for the Refresher Course on Documented Information Team last 18 August 2023, which is the 1st Delivery and Event Title on Purchase Order.

The requested changes for the revision of the Purchase Order are as follows:

Include 1st Delivery to 4th Delivery From:

1st Delivery			
Activity/Event Title: Refresher Course on Documented Information Team			
Particulars	No. of Orders	Unit Price	Total Price
1 main dish and 1 cup of rice	60	112.00	6,720.00
Soda	60	72.00	4,320.00
Bottled Water	5	40.00	200.00

4th Delivery			
Activity/Event Title: Simulation Audit (GAP Assessment)			
Particulars	No. of Orders	Unit Price	Total Price
Pasta	30	82.00	2,460.00
1 main dish and 1 cup of rice	120	112.00	13,440.00
Soda	135	72.00	9,720.00
Bottled Water	10	40.00	400.00

To:

4 th Delivery			
Activity/Event Title: Simulation Audit (GAP Assessment)			
Particulars	No. of Orders	Unit Price	Total Price
Pasta	30	82.00	2,460.00
1 main dish and 1 cup of rice	180	112.00	20,160.00
Soda	195	72.00	14,040.00
Bottled Water	15	40.00	600.00

Respectfully submitted for the consideration and approval of the Privacy Commissioner.

Thank you.



Digitally signed by Patula
Maria Theresita Elnar

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

Approved / Disapproved



ATTY. JOHN HENRY D. NAGA
Privacy Commissioner

Date: OCT 12 2023 