



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



REQUEST FOR QUOTATION

TOKENS (APP Item No. 2023-0027)

10 November 2023

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **TOKENS (APP Item No. 2023-0027)**. 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 **5:00 P.M., 16 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; 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 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

**TECHNICAL SPECIFICATION
TOKENS**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 17,250.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 			
			1. Technical Requirements			
			a. Notebook, Customized			
			Quantity 15 pcs			
			Color Blue / Dark Blue			
			Material/Texture type Synthetic PU/PVC/PP Leather			
			Printing Method Printed Design			
			Size Height: 8cm Width: 8.3cm			
			b. Desk Mat Customized			
			Quantity 15 pcs <i>Synthetic PU/PVC/PP</i>			
Material <i>Leather</i> <i>Anti Slip Rubber Base</i>						
Size 31.5" x 12"						
Color <i>Please see attached "Technical Specification" for reference</i>						
2. Payment and Delivery						
<ul style="list-style-type: none"> • Must be delivered 15 days from the receipt of Notice to Proceed or Purchase Order 						
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. Delivery must be 15 days from the receipt of Notice to Proceed or Purchase Order

CONFORME:

BY:

(Name of Supplier/Provider/Date)

(Name/Position/Signature of Representative/Date)

Ref No.: BAC-23-00841

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R1.0, 01 September 2023

URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228



TECHNICAL SPECIFICATION

TOKENS (APP Item No. 2023-0027)

I. BACKGROUND

Established in August 2016, the JCSWG was created by the partnership between the Office of the Legal Attaché (LEGAT) in Manila, partnering with the U.S. Department of State, the Philippine Government, and private sector companies to promote intelligence sharing and policy development through training and technical assistance to law enforcement personnel, to enhance Philippine law enforcement operations related to cyber security. Last September 2022, JCSWG started conducting a face-to-face conference.

Since 2018, The National Privacy Commission, through its Enforcement Division, has been hosting the Joint Cybersecurity Working Group (JCSWG) during November/ December in which it invites national agencies, local and international, as well as the private sector to participate in tackling trends that concern Data Privacy within the Philippines and abroad.

II. OBJECTIVES

The primary objective of procuring the desk mat and notebook is that they will serve as a token of appreciation to the keynote speakers that the Enforcement Division will hold a Joint Cyber Security Working Group (JCSWG) meeting via MS teams this coming month of July, for sharing their insights and knowledge, as well as for the members of the US Embassy. There are the following reasons why the end-user chooses the tokens.

1. Aesthetic feel during work that may create a motivational workplace environment.
2. Non-slip desk mat that may serve as a mouse pad; and also protect the laptop surface and mouse.
3. Traditional way of taking down important points and notes.

III. TECHNICAL REQUIREMENT/SPECIFICATION

The end-user considered selecting the desk mat and notebooks as tokens to be given to all the speakers of the JCSWG event. The following list is the technical specification of the desk mat and notebooks.

Product Description:	Notebook Customized
Preferred Color:	Blue
Quantity:	15 pcs

Product Description:

Desk Mat

Design:

Custom design see Annex A of the Market Study

Quantity:

15 pcs

Product	Specification	Price	Total (15 pieces)
Notebook, Customized	Quantity: 15 pcs. Color: Blue/ Dark Blue Material: Synthetic PU/PVC/PP Leather Printing: Printed Design Height: 8cm Width: 8.3cm	Subject for Quotation	Subject for Quotation
Desk Mat Customized	Quantity: 15 pcs. Color: As the design shows Size: 31.5" x 12" Material: Synthetic PU/PVC/PP Leather Anti Slip Rubber Base	Subject for Quotation	Subject for Quotation

IV. PAYMENT AND DELIVERY

1. Payment shall be made through send bill arrangement upon issuance of the Certificate of Completion and Acceptance.
2. Item must be delivered 15 days from receipt of Notice to Proceed or Purchase Order.

V. MODE AND NATURE OF PROCUREMENT

- The mode of procurement shall be Small Value Procurement

VI. 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. 2023-0027)
- Approved Budget for the Contract Seventeen Thousand Two Hundred Fifty Pesos (Php 17,250.00).

Prepared by:


SGD.

Tristang Miguel S. Zingapan
Legal Assistant II, EnD

Noted by:



Digitally signed
by Cabatu
Rodolfo Serios Jr

Atty. Rodolfo S. Cabatu Jr.
Division Chief, EnD

Approved by:



Digitally signed by
Patula Maria
Theresita Elnar

Atty. Ma. Theresita E. Patula
Director IV, LEO