



REQUEST FOR QUOTATION

MOA SIGNING/PROJECT LAUNCHING - TOKENS (APP Item No. DSPQR 2023-0026)

30 November 2023

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **MOA SIGNING/PROJECT LAUNCHING - TOKENS (APP Item No. DSPQR 2023-0026)**. 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 **12:00 PM., 07 December 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 attachments¹; 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 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
MOA SIGNING/PROJECT LAUNCHING - TOKENS**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 100,000.00)		Compliance (Manifest your compliance by writing "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. Wooden Rectangular Clock Material Bamboo Features <ul style="list-style-type: none"> 3 level Brightness adjustable 2-way power supply Use AAA batteries or USB Cable Color and Design Please see attached Design Quantity 60 pcs			
			b. Wooden Speaker and Phone Stand Material Bamboo Color Design Please see attached Design Quantity 240 pcs			
			c. Bamboo Pen Material Bamboo Color Design Please see attached Design Quantity 260 pcs			
			d. Corrugated box Material Box Size 25 x 20 x 7cm Color Design Please see attached Design Quantity 60 pcs			
			2. Payment and Delivery <ul style="list-style-type: none"> Full delivery should be made within ten (10) calendar days after signing of the Purchase Order (PO) If the 10th day falls on the weekend or a holiday, delivery must be on the next working day without penalty 			
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. Full delivery should be made within ten (10) calendar days after signing of the Purchase Order (PO).

CONFORME:

(Name of Supplier/Provider/Date)

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



TECHNICAL SPECIFICATIONS

MOA SIGNING / PROJECT LAUNCHING - TOKENS (DSPQR 2023-0026)

I. BACKGROUND

In recognition of the significant synergies and complementarity of working together towards a harmonized approach in performing their respective duties, functions, and mandate, the NPC and DICT have agreed to formalize their intersecting mandates to promote and protect data privacy and consumer rights of the Filipino people to render more effective and efficient public service. The two agencies agree to collaborate, cooperate, and jointly commit in implementing the Digital Security and Privacy Quick Response Project within the jurisdiction of the NPC to guarantee the continued protection of every citizen's right to privacy by ensuring the speedy disposition of complaints filed before the concerned agencies.

The primary objectives of the campaign are to raise awareness about the Digital Security and Privacy Quick Response (DSPRT) Program and establish it as a reliable and efficient solution for addressing cybersecurity and data privacy concerns. The campaign aims to educate individuals and organizations about the program's existence and highlight its effectiveness in dealing with privacy panics and cybersecurity threats. By promoting the program's features and benefits, the campaign strives to encourage individuals and organizations to report any privacy or cybersecurity issues they encounter to the program.

To kick off this initiative, it is recommended to host a launch event designed to ignite excitement and capture extensive public attention. This event should include the participation of crucial stakeholders, community leaders, and representatives from local media outlets.

II. OBJECTIVES

This procurement aims to execute the event seamlessly, elevating the quality of engagement and communication to achieve maximum impact and effectiveness.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

A. Wooden Rectangular Clock



Material	Bamboo
Features	3 level Brightness adjustable, 2-way power supply, use AAA batteries or USB Cable,
Color and Design	See attached design
Quantity	60pcs

B. Wooden Speaker and phone stand



Material	Bamboo
Color and Design	See attached design
Quantity	240 pcs

C. Bamboo Pen



Material	Bamboo
Color and Design	See attached design
Quantity	260pcs

D. Corrugated box



Material	Box
Size	25 x 20 x 7 cm
Color and Design	See attached design
Quantity	60pcs

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Full Delivery	Full delivery should be made within ten (10) calendar days after signing of Purchase Order (PO). If the 10th day falls on a weekend or a holiday, delivery must be on the next working day without penalty
Place of Delivery	NPC, 5th Floor, Delegation Bldg., Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

V. MODE OF PAYMENT

This shall be procurement of Goods.

The mode of procurement shall be: *Small Value Procurement*

VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT(ABC)

Source of Fund : Digital Security and Privacy Quick Response Project -

Annual Procurement Plan FY 2023
(DSPQR 2023-0026)

Approved Budget
for the Contract : One Hundred Thousand Pesos Only
(Php 100,000.00)

Prepared by:

 Digitally signed by
Santos Michael
Reyes

ATTY. MICHAEL R. SANTOS

Project Lead/Focal Person, Digital Security and Privacy Quick Response Project

Recommending Approval:

 Digitally signed by
Patula Maria
Theresita Elnar

ATTY. MARIA THERESITA E. PATULA

Project Director for Operations, Digital Security and Privacy Quick Response Project

Approved by:

ATTY. IVIN RONALD D.M. ALZONA

Project Manager, Digital Security and Privacy Quick Response Project