



REQUEST FOR QUOTATION

OTHER SUPPLIES - TOKENS/GIFT PASS (PREMIUM) (APP Item No. 2023-0078 & DSPQR 2023-0028)

13 December 2023

MS. SHYRICA SIMEON-ZULDA

Account Manager

Sodexo Benefits and Rewards Services Philippines, Inc.

11th floor BA Lepanto Bldg.,

8747 Paseo De Roxas, Makati City

Re: Request for Quotation

Dear Ms. Simeon-Zulda:

The National Privacy Commission intends to procure **OTHER SUPPLIES - TOKENS/GIFT PASS (PREMIUM) (APP Item No. 2023-0078 & DSPQR 2023-0028)**. 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 **3:00 P.M., 13 December 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 Patula
Maria Theresita Elnar

ATTY. MARIA THERESITA E. PATULA

BAC Chairperson

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.

**TERMS OF REFERENCE
OTHER SUPPLIES - TOKENS/GIFT PASS (PREMIUM)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract		Compliance (Manifest your compliance by writing <u>"COMPLY"</u> in every item)
				(Php 1,324,000.00)		
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> • Please refer to the "Terms of Reference" for: <p>1. Technical Requirements</p> <ul style="list-style-type: none"> • Gift Pass (Premium) <ul style="list-style-type: none"> - 13,240 pcs - With domination of 100 or equivalent to Php100.00 - Printed in a premium paper with unique codes - Can be used or accepted to the following: Food and Restaurants Clothing and Apparel stores Supermarkets and Convenience Store Load and Online Stores Hotels, Resorts and Amusement Parks Gadget and Appliances Stores Health and beauty Shops <p><i>Please see attached "Terms of Reference" for description</i></p>			
			<p>2. Supplier's Qualification</p> <ul style="list-style-type: none"> • With Partners/merchants of more than 10,000 • With customer service or hotline <p><i>Please see attached "Terms of Reference" for description</i></p>			
			<p>3. Payment and Delivery</p> <ul style="list-style-type: none"> • Delivery shall be completed on or before 28 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.

CONFORME:

(Name of Supplier/Provider/Date)

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



TECHNICAL SPECIFICATION

Other Supplies - Tokens /Gift Pass (Premium) (APP Item No. 2023-0078 & DSPQR 2023-0028)

I. BACKGROUND

The National Privacy Commission since 2016 have been consistently providing excellent services to its constituents particularly to its Data Subjects which is in line to the mission, vision and official mandate of the Commission. Over the years, All officials and employees regardless of nature of employment are working together to achieve the NPC's committed targets and outputs which resulted into several milestones, international collaborations/agreements, memberships to different international organizations, local roadshows, digital caravans to different schools and universities in the Philippines, intensive data privacy workshops/seminars for both government and private organizations/offices/companies, capacity building for Data Protection Officers and its recent collaborative project with the DICT namely Digital Security and Privacy Quick Response (DSPQR).

In line with the above-mentioned achievements/milestones, the National Privacy Commission will procure token of appreciation/gratitude with equivalent monetary value due to the following considerations:

For the Human Resource perspective and in line with the NPC-PRAISE, this is a form of reward and appreciation for the significant contributions of all Officials and employees who are consistently performing their duties and responsibilities regardless of current situation of the country. The ideas and initiatives from different offices/divisions provides significant contributions to the current achievements of the Commission. This is also to uplift the morale and to keep them motivated and productive in performing their functions.

For the Management perspectives, this is a form of gratitude not only for the officials and employees but also for the partners of the Commission such as the contract of the service, third party providers (*e.g. consultants, utility and security personnel etc.*) to keep up with the demands of the operations and administrative compliance to oversight agencies. The services they provide was equivalent to the significant contributions of the officials and employees as support services.

Furthermore, as we implement the DSPQR Project and in consideration of the limited time since we are nearing the end of the FY 2023, this token of gratitude for the accountable officials, employees including the COS hired under the project will increase /boost their productivity to meet the objectives of the project until the end of the year.

This token with equivalent monetary value is the most practical way of providing gifts that will enable the NPC personnel and partners to share it with their family members and celebrate the spirit of the holiday season.

II. OBJECTIVES

To procure token of appreciation/gratitude with equivalent monetary value for all NPC Officials, employees, and partners.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. The supplier shall be able to provide the GIFT PASS

Unit	Item Description	Quantity
pcs	Gift Pass (Premium) <ul style="list-style-type: none">- With denomination of 100 or equivalent to Php 100- Printed in a premium paper with unique codes- Can be used or accepted to the following: Food and Restaurants Clothing and Apparel stores Supermarkets and Convenience Store Load and Online Stores Hotels, Resorts and Amusement Parks Gadget and Appliances Stores Health and Beauty Shops	13,240

2. Supplier's Qualification:

The supplier shall submit/provide the following documents:

- PhilGEPS Registration
- Mayor's/Business permit
- With partners/merchants of more than 10,000
- With customer service or hotline

IV. PAYMENT AND DELIVERY

Delivery shall be completed on or before 28 December 2023.

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/purchase order and instructions and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.

V.MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods. The mode of procurement shall be Alternative Mode through Negotiated Procurement – Direct Contracting

VII.FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : NPC Annual Procurement Plan FY 2023
(APP Item No. 2023-0078)


Digital Security and Privacy Quick Response Project Annual Procurement Plan FY 2023 (DSPQR 2023-0028).

Approved Budget for: One Million Three Hundred Twenty Four Thousand Pesos
the Contract Only
(Php 1,324,000.00)

Prepared by:


MARLON RUBEN N. FABRICANTE
Chief, ASD



ROSALY B. SANTOS
Chief, HRDD


ERWIN B. ESPENILLA
Head Executive Assistant, OPC


Digitally signed by
Santos Michael
Reyes

ATTY. MICHAEL R. SANTOS
Chief, CID and Project Lead/Focal Person, DSPQR Project

Approved by:


ATTY. MANUEL C. SATUITO
Director IV, FAO