



## REQUEST FOR QUOTATION

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

14 December 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 **5:00pm., 20 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 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 Patula Maria  
Theresita Elnar

**ATTY. MARIA THERESITA E. PATULA**  
BAC Chairperson  
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  
MOA SIGNING/PROJECT LAUNCHING - TOKENS**

Item	Unit	Qty	Description/Specifications		Approved Budget of the Contract (Php 100,000.00)		Compliance (Manifest your compliance by <u>writing</u> <b>"COMPLY" in every item</b> )
					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	62 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>	62 pcs			
			<b>Foldable Automatic Umbrella UV Protection</b> Please see attached "Technical Specification" for reference	62 pcs			
			<b>Rectangular Glass Microwave Bowl with Bamboo Lid</b> Please see attached "Technical Specification" for reference	62 pcs			
			<b>3-pcs cutlery set/spoon, pork and chopsticks</b> Please see attached "Technical Specification" for reference	62 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 27, 2023</li> <li>Perishable Items on December 27, 2023 @ 12:00pm</li> </ul> If not fully delivered, shall allow FREE use of freezer in their warehouse/store for at least two (2) weeks storage							
<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 SPECIFICATIONS

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

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

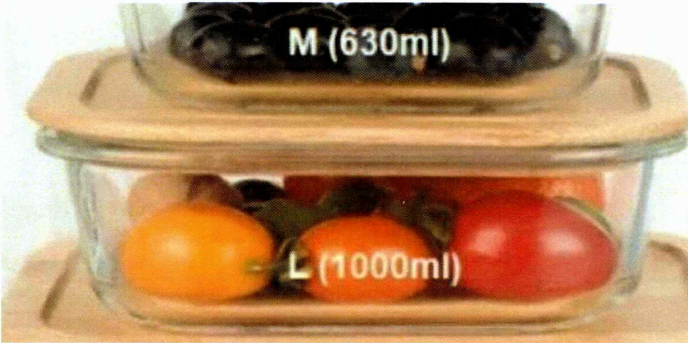

5. *Supplier's Qualification* - The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by BAC Secretariat.

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 (color blue)            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> 	62
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            Shall allow FREE use of freezer in their warehouse/store for at least two (2) weeks storage</p>	62

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 to the winning bidder) Measurement: at least 90cm diameter (when open) Weight: at least 350g</p>	62
4	<p>Rectangular Glass Microwave Bowl with Bamboo Lid</p> <p>Size:          21 oz          6.6" x 4.8 x 2.1"</p> 	62
5	<p>3-pc cutlery set/ spoon, fork, and chopsticks          Wooden material          With cloth pouch</p> 	62

#### 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 <b>27 December 2023</b> .	Delivery Receipt
Perishable items	To be confirmed by end user	<b>27 December 2023</b> 12:00pm (if not fully delivered, see requirement on the FREE use of freezer in the supplier's warehouse/store for at least two (2) weeks as indicated in the description).	Delivery Receipt

#### 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 : Annual Procurement Plan FY 2023  
(APP Item No. 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

Reviewed by:

 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:

 Digitally signed by  
Alzona Ivin Ronald  
De Mesa

**ATTY. IVIN RONALD D.M. ALZONA**

Project Manager, Digital Security and Privacy Quick Response Project