



REQUEST FOR QUOTATION

PUBLICATION OF NPC CIRCULAR (APP Item No. 2023-0075)

20 February 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PUBLICATION OF NPC CIRCULAR (APP Item No. 2023-0075)**. 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 NN., 26 February 2024**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current 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 Mendoza Ma
Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA
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
PUBLICATION OF NPC CIRCULAR 2023-05**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 60,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: <p>1. Technical Specification "See attached Technical Specification for the description"</p>			
			<p>2. Payment and Delivery Terms</p> <ul style="list-style-type: none"> • Publication of the Circular should be within five (5) calendar days upon the approval of the final layout. • Delivery of complimentary copy of the printed Circular should be delivered on the day of publication. 			
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

PUBLICATION OF NPC CIRCULAR (APP Item No. 2023 - 0075)

I. BACKGROUND

Section 2 of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012 (DPA) provides that it is the policy of the State to protect the fundamental human right of privacy while ensuring of free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

Pursuant to Section 7 of the DPA, the NPC is charged with the administration and implementation of the provisions of the law, which includes ensuring compliance with the provisions of the DPA and with international standards for data protection and carrying out efforts to formulate and implement plans and policies that strengthen the protection of personal information in the country, in coordination with other government agencies and the private sector.

The Policy Development Division (PDD) is particularly tasked to recommend and develop standards for organizational security measures for protection of personal information, including policies for the processing of sensitive information in government.

With this, the PDD aims to publish in one (1) newspaper of general circulation an issuance of the Commission.

II. OBJECTIVES

The NPC, through the PDD, aims to publish in one (1) newspaper of general circulation an NPC issuance to be issued by the Commission in 2023, to comply with the requirements of Section 18 of Executive Order No. 292:

“Section 18. When Laws Take Effect. - Laws shall take effect after fifteen (15) days following the completion of their publication in the Official Gazette or in a newspaper of general circulation, unless it is otherwise provided.”

In addition, through this publication, the PDD will be able to contribute to the strategic objectives of *Empowered Data Subjects* and *Ensured world class data privacy standards established in the country*.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

One (1) newspaper with the following criteria – NPC Circular (TBD)

Print media	: Newspaper broadsheet
Section	: Business/Main or Display or Classified Ad Section
Duration of Publication	: One (1) day
Readership	: Newspaper nationwide circulation
No. of Pages	: Whole page
Font Type	: Book Antiqua
Font Size	: 8 pt. (Note: Necessary adjustments should not be smaller than 6 pt.)
Print	: The whole-page announcement for the newspaper should be in black and white.

Supplier's Qualification:

1. Must be a newspaper/broadsheet publication company.
2. Newspaper must have the nationwide circulation.
3. Audience profile must belong to working class or professionals.
4. Complimentary copies must be delivered on the day of publication.
5. Must accept send bill payment terms.
6. The Supplier shall submit/provide the following documents:
 - PhilGEPS Registration
 - Mayor's/Business Permit
 - Notarized Omnibus Sworn Statement with applicable attachments (ABC above PHP 50,000.00) and Income/Business Tax Return (ABC Above PHP 500,000.00)
 - Other related documents as needed and prescribed under revised IRR of Republic Act No. 9184.
7. Affidavit of Publication must be delivered five (5) working days after the publication.

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Date of Delivery/ Publication	Supporting Documents	Payment Schedule
Publication of NPC Circular	Not later than 15 December 2024* <i>*Note: Target date of publication is still subject to change. The end-user will coordinate to the winning provider of the final publication dates.</i>	Complimentary Copies, Billing Statement/Sales Invoice/Statement of Account, Delivery Receipt	Two (2) weeks after publication <i>Note: Payment schedule is still subject to change depending on the final schedule of the publication.</i>

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 and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

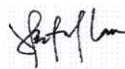
The mode of procurement shall be: Alternative Mode through Negotiated Procurement - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services.

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

Source of Fund : NPC Continuing Annual Procurement Plan
for FY 2023
(APP Item No. 2023 - 0075)

Approved Budget : Sixty Thousand Pesos Only (Php 60,000.00)
for the Contract

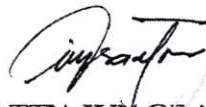
Prepared by:



Digitally signed by
Batadlan Jenille
Lovely Roxas

JENILLE LOVELY R. BATADLAN
Development Management Officer III, PDD

Recommending Approval:



Digitally signed
by Ivy Grace T.
Villasoto

ATTY. IVY GRACE T. VILLASOTO
Attorney V, PDD

Approved by:



Digitally signed by
Tabaquin Franklin
Anthony Montalbo
IV

ATTY. FRANKLIN ANTHONY M. TABAQUIN IV
Director IV, PPO