



REQUEST FOR QUOTATION

ANIMATION SOFTWARE (APP Item No. 2023-0050)

17 February 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **ANIMATION SOFTWARE (APP Item No. 2023-0050)**. 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 **05:00 PM., 23 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; 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
Mendoza Ma
Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA
BAC Secretariat Head
National Privacy Commission

**TECHNICAL SPECIFICATION
ANIMATION SOFTWARE**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 35,000.00)		Compliance (Manifest your compliance by <u>writing "COMPLY" in every item</u>)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 			
			<ol style="list-style-type: none"> 1. Technical Requirements/Specifications "See attached Technical Specification for the description" 2. Payment and Delivery Terms <ul style="list-style-type: none"> • 15 days after the issuance of the Notice to Proceed (NTP) 			
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

ANIMATION SOFTWARE (APP Item No. 2023 - 0050)

I. BACKGROUND

It is the mandate of the National Privacy Commission (NPC) to administer the Data Privacy Act of 2012 (DPA), and to implement plans and policies that strengthen the protection of personal data in the country.

Pursuant to this, the NPC, through the Phil-DPO Program, initiated the Data Protection Officer (DPO) Accountability, Compliance, and Ethics (ACE) Training Program and the Training the Trainers (T3) Program. These programs aim to capacitate DPOs with the necessary knowledge to effectively manage the compliance of their respective agencies, organizations, or companies in accordance with the provisions of the DPA; and to accredit training providers in the conduct of data privacy education and training throughout the Philippines. However, both the DPO ACE Training and T3 Programs were ad hoc initiatives and not backed up by any type of formal issuances. The accessibility of these programs was limited to DPOs within the National Capital Region (NCR) and nearby areas. Further, there were no uniform curricula and training modules on the legal framework of privacy law and regulations in the country. Thus, the DPO ACE Training Program and T3 Program were discontinued.

In recognition of the need to institutionalize NPC's public education and training programs on data privacy, the NPC approved the Circular on the Data Privacy Competency Program (DPCP) on 26 September 2023. DPCP is designed to enhance the quality of data privacy education in the Philippines and democratize the cost and accessibility of data privacy education.

The DPCP will be composed of courses on the foundational and operational aspects of the DPA that are essential for anyone who seeks to have a better understanding of the law and its application and other projects on data privacy education. DPCP shall neither result in a specialized accreditation or certification, such as those carried out by an independent third-party body nor as a qualification to act or perform the functions of a data privacy professional.

Through the Program, the NPC will develop uniform curricula and modules on the legal framework of privacy law and regulations (Curriculum) and learning outcomes to train and capacitate the public.

To achieve this, the NPC, through the DPCP Committee as formalized through Privacy Commission Special Order No. 080, s. 2023, will subscribe to Animation

Software for the creation and development of various educational materials on data privacy and protection, ultimately enabling the NPC to provide quality data privacy education among various industries.

The Animation Software will allow the concerned NPC personnel to come up with creative educational materials through the use of character design, storytelling, and visual effects. Such software can also be reused and repurposed for various projects and has the capacity to save time and resources in the long run.

However, the Committee will not be able to access the full benefits of Animation Software considering that some applications require a substantial subscription fee. Hence, the procurement of this project.

II. OBJECTIVE

The goal of subscribing to Animation Software is to enable the NPC to create educational videos about data privacy protection. This subscription also ensures the legitimacy of the license to use the Software to avoid legal issues and potential fines associated with software piracy.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. **Platform Compatibility:** Available for Windows and macOS;
2. **Type of Software:** Browser-based that is compatible with the popular or latest versions of web browsers;
3. **Data Security:** Needs a username and a password upon logging in for authentication and verification;
4. **Back-up and Recovery:** Offers back-up and recovery of projects in case of unexpected system failures or errors;
5. **Functions:** User-friendly and can do whiteboard animations;
6. **Storage:** At least 5 GB;
7. **Voiceover Recording:** Can record own voiceover;
8. **Image and Template Library:** Has royalty-free animated images or design materials and music collections;
9. **Canvas Size:** Can accommodate at least 9:16 or at most 21:9 and can be customized;
10. **Video Resolution:** Can accommodate either 720p or 1080p;
11. **Watermark:** Has no logo/watermark of the software;
12. **Import and Export Options:** Compatible with popular image, audio, and video file formats such as but not limited to JPEG/PNG/GIF and MP3/MP4; and
13. **User Documentation:** Includes how-to tutorials;
14. **Customer Support and Updates:** Has the ability to provide technical assistance.

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Animation Software	1	15 days after the issuance of the Notice to Proceed (NTP)	Licensed account

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/PO and instructions and upon issuance of Certificate of Acceptance and Output and Inspection by the Inspection and Acceptance Committee and certified by the End-User.

V. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Goods.

The mode of procurement shall be:

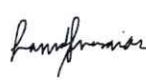
Alternative Mode through Negotiated Procurement – Small Value Procurement

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

Source of Fund : R.A. No. 11936 / FY 2023 General Appropriations Act
NPC Continuing Annual Procurement Plan for FY 2023
(APP Item No. 2023-0050)

Approved Budget for the Contract : Thirty-five Thousand Pesos Only (Php 35,000.00).

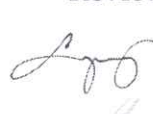
Prepared by:

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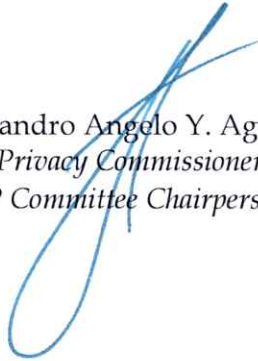
Dianne Lane B. Lopez

*Executive Assistant III, DPC LYA and
Member of the DPCP Committee*



Celine Melanie A. Dee
*Executive Assistant IV, DPC LYA and
Member of the DPCP Committee*

Approved by:



Atty. Leandro Angelo Y. Aguirre
*Deputy Privacy Commissioner and
DPCP Committee Chairperson*