



## REQUEST FOR QUOTATION

### PUBLICATION OF REPEAL OF NPC CIRCULAR 16-01 (APP Item No. 2023-0077)

14 February 2024

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PUBLICATION OF REPEAL OF NPC CIRCULAR 16-01 (APP Item No. 2023-0077)**. 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., 20 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 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 Mendoza Ma  
Josefina Eusebio

**ATTY. MA. JOSEFINA E. MENDOZA**  
BAC Secretariat Head  
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  
PUBLICATION OF REPEAL OF NPC CIRCULAR 16-01**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 120,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:</li> </ul> <p><b>1. Technical Specification</b> "See attached Technical Specification for the description"</p>			
			<p><b>2. Payment and Delivery Terms</b></p> <ul style="list-style-type: none"> <li>• Publication of the Circular should be within five (5) calendar days upon the approval of the final layout.</li> <li>• Delivery of complimentary copy of the printed Circular should be within three (3) calendar days after the publication.</li> </ul>			
<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)

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant having exhibited to me his/her \_\_\_\_\_ issued on/valid until \_\_\_\_\_.

Doc. No.: \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Series of 20 \_\_\_\_\_



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## TECHNICAL SPECIFICATION

### PUBLICATION OF REPEAL OF NPC CIRCULAR 16-01 (APP Item No. 2023 - 0077)

#### I. BACKGROUND

The National Privacy Commission (NPC) is charged with the administration and implementation of the provisions of the Data Privacy Act of 2012 (DPA). One of the functions of the NPC is rulemaking: developing, promulgating, reviewing, or amending rules and regulations for the effective implementation of the Act. This includes issuing guidelines for organizational, physical, and technical security measures for personal data protection, encryption, and access to personal information and sensitive personal information processed by Personal Information Controllers (PICs) and Personal Information Processors (PIPs) in the public and private sectors.

The NPC's Data Security and Technology Standards Division (DSTSD) is responsible for developing and issuing guidelines on physical and technical security measures for data protection using the most appropriate standards recognized by the information and communications technology industry.

The NPC Circular 16-01, published in 2016, is the circular for the security of personal data in the government. It aims to assist government agencies engaged in the processing of personal data. With the ever-changing advancement of technologies that handle personal data and with the necessity to assist the private sector engaged in processing of personal data, the Repeal of NPC Circular 16-01 was created. This circular also releases guidelines to government and the private sector for business continuity management.

#### II. OBJECTIVES

The publication of the Circular in one (1) newspapers of general circulation aims to communicate the issuance to the public, especially for interested organizations and CBs, through a readily available and wide readership platform.

#### III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. Specifications of publication of the Circular:
  - a. Text color: Black
  - b. Font style: Arial

- c. Font size: 8pt (necessary adjustment should not be smaller than 6pt)
2. The duration of publication is one (1) day only.
3. The space allotted for the Circular is one (1) full newspaper page.
4. The readership of the newspaper is any newspaper with the widest circulation nationwide.
5. A provider should be of general circulation, meaning:
  - a. They publish for the dissemination of local news and general information;
  - b. They have a bona fide subscription list of paying subscribers; and
  - c. They have been established, printed, and published at regular intervals.
6. The provider should be able to publish the Circular within five (5) calendar days upon the approval of the final layout from the DSTSD.
7. The provider should be able to give a complimentary copy of the publication to the Commission in a number of copies to be determined later in an agreement between the parties.
8. The provider should be able to furnish an affidavit of publication.

#### IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Newspaper Publication	1 Lot	<p>Publication of the Circular should be within five (5) calendar days upon the approval of the final layout.</p> <p>Delivery of complimentary copy of the printed Circular should be within three (3) calendar days after the publication.</p>	<p>Affidavit of Publication</p> <p>Statement of Account/Official Receipt/ Billing Invoice</p>

**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 (DSTSD).

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be:

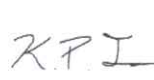
1. *Alternative Mode through Negotiated Procurement - 53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services*

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

Source of Fund : FY 2023 Continuing Appropriations  
NPC Annual Procurement Plan FY 2023  
(APP Item No. 2023 - 0077)

Approved Budget  
for the Contract : One Hundred and Twenty Thousand Pesos Only (Php  
120,000.00).

**Prepared by:**

 Digitally signed  
by Tan Kenneth  
Paul Cuasay


**KENNETH PAUL C. TAN**  
*ISA I, DSTSD*

**Recommending Approval:**

 Digitally signed  
by McCloven C.  
Querubin

**MCCLOVEN C. QUERUBIN, PECE**  
*Division Chief, DSTSD*

**Approved by:**

 Digitally  
signed by  
Nieva Aubin  
Arn Romero

**ATTY. AUBIN ARN R. NIEVA**  
*Director IV, DASCO*