



REQUEST FOR QUOTATION

PAW ADVOCACY TOKENS (APP Item No. 2024-0034)

20 March 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PAW ADVOCACY TOKENS (APP Item No. 2024-0034)**. 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 March 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:

BIDS AND AWARDS COMMITTEE
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
PAW ADVOCACY TOKENS**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 350,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)														
				Unit Price	Total															
1	Lot	1	<ul style="list-style-type: none"> Please refer to the "Technical Specification" for: 																	
			1. Technical Specification A. Tumbler																	
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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)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 _____



TECHNICAL SPECIFICATIONS

PAW Advocacy Tokens (APP Item No. 2024-0034)

I. BACKGROUND

The National Privacy Commission (NPC) is tasked to educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in the Data Privacy Act of 2012 and its implementing rules and regulations.

Pursuant to Proclamation No. 527 dated 03 July 2018, the National Privacy Commission will be conducting the 7th Privacy Awareness Week (PAW 2024). The Privacy Awareness Week is one of the commission's initiatives in raising awareness among Filipinos and the Global Audience on the country's current data privacy practices and development.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. In order to fulfill these tasks, the division will develop, implement and organize various activities, programs, and projects.

Since 2018, the NPC has been leading the national celebration of the Privacy Awareness Week (PAW) in the Philippines every fourth week of May. It is essential that in celebrating this event, custom merchandise be available to engage more with audience, organizers, and staff to help them showcase their support, and have them serve as commemorative items.




II. OBJECTIVES

The PAW tokens are part of the event's custom merchandise, which have served as necessary additions since PAW's very first launch. They support the event's cause and help uplift the spirit and energy of participants in celebrating PAW.

Having customized tokens is a marketing strategy that helps generate awareness and hype as people using them contribute to the event's publicity. Compared to most traditional marketing tools, such as newspaper ads, procuring tokens is more practical, relatively inexpensive, and yields benefits for an extended period.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

A. Tumbler

Specification	Requirements
Material	Stainless Steel
Features	Double Wall Vacuum-insulated Leak proof Bisphenol-A Free 12 hours hot / 24 hours cold
Size	800ml
Color and Design	<p><i>See attached design</i></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Design 1</p> </div> <div style="text-align: center;">  <p>Design 2</p> </div> <div style="text-align: center;">  <p>Design 3</p> </div> </div> <p>Logo Size: PAW Logo (Diameter: 20mm, Font:11pt) NPC Logo: (5x 2.65cm)</p>

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Packaging	With box With clear plastic and ribbon
Quantity	800 pcs Breakdown Design 1 - 300 pieces Design 2 - 300 pieces Design 3 - 200 pieces

IV. PAYMENT AND DELIVERY

A. Delivery shall be consistent with the following schedule of requirements:

Proof Copy	Delivery of sample should be made within twelve (12) calendar days upon receipt of layout/design/material and notice of award from the end-user. If the 12th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.
Full Delivery	On or before 10 May 2024.
Place of Delivery	NPC, 5th Floor, Delegation Bldg. Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

B. Payment Terms

Payment shall be made upon receipt of the billing invoice or statement of account, issuance of a certification that the goods and services have been delivered and rendered in accordance with the signed contract/purchase order, and instructions set in the evaluation of goods and services, which have been duly inspected and accepted.

C. Vendors Qualifications

The Supplier must be PHILGEPS registered, BIR registered, and able to provide Mayor's permit, Omnibus Sworn Statement, and other related documents required by RA 9184, its Implementing Rules and Regulations, and pertinent issuances.

VI. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of goods and services.


The mode of procurement shall be: *Small Value Procurement*

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

Source of Fund : Annual Procurement Plan FY 2024
(APP Item No. 2024-0034)

Approved Budget
for the Contract : Three Hundred Fifty Thousand Pesos Only
(Php 350,000.00)

Prepared by:



Digitally signed
by Atanacio
Christopher Forto
CHRISTOPHER F. ATANACIO
Public Relations Assistant, PIAD


SUSANA O. ABADA
Information Officer IV, PIAD

Recommending Approval:


ROREN MARIE M. CHIN
Chief, Public Information and Assistance Division

Approved by:


ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV