



REQUEST FOR QUOTATION

PAW PLAQUES (APP Item No. 2024-0035)

20 March 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PAW PLAQUES (APP Item No. 2024-0035)**. 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 PLAQUES**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 150,000.00)		Compliance (Manifest your compliance by writing "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. Plaques				
				Winner	Finalist		
			Number of Plaques	4	16		
			Title	"See attached Technical Specification for the description"			
			Name Plates	Engraved Names of Winners/Finalist "See attached Technical Specification for the description"			
			Specification	"See attached Technical Specification for the description"			
			Size	Portrait A4 Size (7 x 9 x 5/8 inches) with Wooden Box Case (9 x 10.6 x 2.7 inches)	Portrait Size (7.423 x 10.5 inches, 5/8) with Wooden Box Case		
			Design	"See attached Technical Specification for the description"			
			B. Frames				
			Size	8.3" x 11.7"			
			Design	Standard Design			
			Materials	Wood with Standard Glass (breakable)			
Quantity	25 pieces						
2. Payment and Delivery							
<ul style="list-style-type: none"> Delivery of Sample should be made within twelve (12) Calendar days upon receipt of layout/design/materials and notice to proceed Full Delivery On or Before 17 May 2024 							
"See attached Technical Specification for the description"							
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 PLAQUES (APP Item No. 2024-0035)

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.

PAW 2024 will be having an Awards Selection committee to aid in conducting competence-related activities. The Awards Selection Committee is the award giving and competence development body of the Privacy Awareness Week through creating programs applicable to the said event in recognizing Filipino individuals and organizations who have excelled in the field of Data Privacy and Data Protection.

Moreover, the Commission shall ensure that this Event shall be a gender equitable and inclusive event. Notes on inclusive language and methods to emphasize the diversity of voices present shall be applied.

II. OBJECTIVES

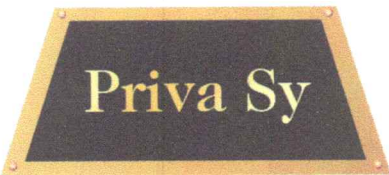

In support of the mandate of the Commission, this procurement's main objective is to be a tool to promote preemptive privacy practices from organizations. This will serve as tokens of excellence in their efforts in implementing data protection among individuals.

The objectives of the PAW 2024 Award are as follows:

1. Distinguishes individuals and organizations who have excelled in data privacy and data protection related programs or activities;
2. Provides recognition to the recipients of the awards.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

A. Plaques

	WINNER	FINALIST
Number of Plaques	4	16
Title	<ol style="list-style-type: none"> 1. Privacy Advocate of the Year (1) 2. Data Protection Officer of the Year (1) 3. Privacy Initiative of the Year (1) 4. Privacy Management Program of the Year (1) 	<ol style="list-style-type: none"> 1. Privacy Advocate of the Year Finalist (4 pieces) 2. Data Protection Officer of the Year Finalist (4 pieces) 3. Privacy Initiative of the Year Finalist (4 pieces) 4. Privacy Management Program of the Year Finalist (4 pieces)
Name Plates	<p>16</p> <ul style="list-style-type: none"> • Engraved Names of Winners 	<p>16</p> <ul style="list-style-type: none"> • Engraved Names of Finalist 
Specifications	<ul style="list-style-type: none"> • Elegant Wall Wood Plaque with Brass plate; • Preferred wood- Acacia, Mahogany, and Walnut; • Not acceptable: laminated wood. 	<ul style="list-style-type: none"> • Elegant Wall Wood Plaque with Brass plate; • Preferred wood- Acacia, Mahogany, and Walnut; • Not acceptable: laminated wood.
Size	<ul style="list-style-type: none"> • Portrait A4 Size (7 x 9 x 5/8inches) with Wooden Box Case (9x10.6x2.7 inches) 	<ul style="list-style-type: none"> • Portrait Size (7.423 x 10.5 inches, 5/8) without Wooden Box Case
Design	<p>Design Customized for Organizational Awards</p> <p>Font: ITC Caslon</p>	<p>Design Customized for Organizational Awards</p> <p>Font: ITC Caslon</p>

WINNERS



Finalists



B. Frames

Size	8.3" x 11.7"
Design	Standard Design
Materials	Wood with Standard Glass (breakable)
Quantity	25 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 to proceed 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 17 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 delivered, 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. 2024-0035)

Approved Budget
for the Contract : One Hundred Fifty Thousand Pesos Only
(Php 150,000.00)

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