



## REQUEST FOR QUOTATION

### EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT AND DISCIPLINE - LEASE OF VENUE (TEAM BUILDING) (APP Item No. 2024-0068)

17 April 2024

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT AND DISCIPLINE - LEASE OF VENUE (TEAM BUILDING) (APP Item No. 2024-0068)**. 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 April 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. Income/Business Tax Return of the preceding year<sup>1</sup>; and
4. Manifestation of compliance to the attached scope of work signed by your authorized representative.

Evaluation and Selection Criteria: Bid proposals/quotation shall be evaluated in accordance with the Table Rating Factors for Lease of Venue under Annex H – Appendix B (D) of the 2016 Revised Implementing Rules and Regulations of RA 9184. Only the proposals of service providers/lessor with a weighted average of at least eighty-five percent (85%) shall be considered as responsive.

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:

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

<sup>1</sup> Except for government agencies as lessors, pursuant to Annex H – Appendix A of the 2016 Revised Implementing Rules and Regulation of RA 9184

**SCOPE OF WORK**  
**EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT AND DISCIPLINE - LEASE OF**  
**VENUE (TEAM BUILDING)**  
**(APP Item No. 2024-0068)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php1, 500,000.00)		Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in every item</u> )
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> <li>Please refer to the "Scope of Work" for:</li> </ul>			
			<b>A. Lease of Venue with accommodation and food, activity/function areas for Team Building Activities</b>			
			<b>Date and Time</b>	June 06-07 June 2024		
			<b>Number of Attendees</b>	245 individuals		
			<i>"See attached Scope of Work for the description"</i>			
			<b>B. Particulars</b>			
			<b>Rooms</b>	<ul style="list-style-type: none"> <li>8 Single occupancy rooms for officials</li> <li>1 quadruple room</li> <li>Rooms that can accommodate a total of 104 female and 1115 males.</li> <li>Airconditioned rooms with toilet and bath per room</li> </ul>		
			<b>Food</b>	<ul style="list-style-type: none"> <li>Day 1- AM snacks, Lunch, PM Snacks, Dinner</li> <li>Day 2-breakfast, AM snacks, Lunch</li> <li>Can accommodate dietary restrictions of some personnel</li> <li>With free-flowing coffee and candies</li> <li>Each meal includes 3 viands and fresh fruits</li> </ul>		

		<i>"See attached Scope of Work for the description"</i>				
		<b>C. Parking and Outdoor Activities</b>				
		<b>Cars</b>	<ul style="list-style-type: none"> <li>Large Parking space that can accommodate at least 5 buses and 20 private vehicles (sedan/SUC/MPV)</li> </ul>			
		<b>Facilities</b>	<ul style="list-style-type: none"> <li>Use of outdoor and indoor facilities for teambuilding activities including sound system.</li> </ul>			
		<i>"See attached Scope of Work for the description"</i>				
<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)



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## SCOPE OF WORK SERVICE

Employee Welfare, Relations, Engagement and Discipline – Lease of Venue (Team Building)  
**(APP Item No. 2024 - 0068)**

### I. BACKGROUND

The National Privacy Commission (NPC) will be holding its Team Building activities on 06-07 June 2024 with “MOTIVATION” as the key area of interest - motivate the workforce to maintain high productivity and sustain good mental health amid any crisis. Further, the Commission acknowledges the significance of adapting to changing and challenging times, hence the need for the workforce to engage in activities that will enhance teamwork skills and provide room for shared ideas in a fun and relaxed environment.

The activity also aims to provide an environment for employees to find their niche aligned with the direction to the Commission's Programs, Activities, and Projects, as well as to strengthen personnel confidence in understanding where the organization is heading and what measures must be implemented to achieve the organization's goals, aligned with the issuances/guidelines from Oversight Agencies specifically the CSC MC No. 04 s. 2020 or the “Mental Health Program in the Public Sector” wherein one of the strategies is the prevention, promotion and information and education campaign on mental health well-being that includes the conduct of team building activities.

### II. OBJECTIVES

The main goals of this program are the following:

1. Foster camaraderie and harmonious relationships among NPC personnel;
2. Recognize self in relation to the team and the importance of harmonious relationship among officials and employees;
3. Build team cohesion by breaking barriers in interpersonal relationships,
4. Improve interpersonal communication and enhance negotiation skills; and
5. Enhance self-discipline and appreciation of the role of leadership by building mutual trust and confidence aligned with NPC mission and vision:

### III. SCOPE OF WORK

The NPC would like to lease a venue with accommodation and food, and activity/function areas for its Team Building Activities for a total of 245 individuals.

- a. Accommodation
  - 8 single occupancy rooms for officials
  - 1 quadruple room
  - Rooms that can accommodate a total of 104 female and 115 males
  - Airconditioned rooms with toilet and bath per room
- b. Food
  - Day 1 – Am Snacks, Lunch, PM snacks, dinner
  - Day 2 – breakfast, AM snacks, lunch
    - can accommodate dietary restrictions of some personnel
    - With free-flowing coffee and candies
    - Each meal includes 3 viands and fresh fruits
- c. Large parking space that can accommodate at least 5 buses and 20 private vehicles (sedan/SUV/MPV)
- d. Use of outdoor and indoor facilities for teambuilding activities including sound systems

**IV. QUALIFICATION OF SERVICE PROVIDER**

The service provider shall submit the following documents as part of the requirements:

- a. PhilGEPS registration
- b. Mayor’s or business permit
- c. Income tax return
- d. Compliance with technical specifications
- e. Other documents that may be required by the Bids and Awards Committee

**V. CONTRACT DURATION**

The engagement is for two (2) days on 06-07 June 2024, upon signing of the Work Order/Contract.

The contract period may change depending on the state of national emergency and/or other unforeseen circumstances.

**VI. PAYMENT AND DELIVERY**

Payment shall be made upon issuance of Certificate of Acceptance of Output by the end-user and shall be consistent with the following schedule:

% of Contract Cost	Activity	Deliverable/ Output	Schedule
50%	Upon signing of contract or work order	Contract/WO	TBD
50%	Send bill after the event	Billing statement	after 07 June 2024
100%	TOTAL		

Indicative delivery dates may be adjusted upon request from and approval of NPC. However, the contract shall be completed on 07 June 2024.

#### VII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service.

The mode of procurement shall be: *Alternative Mode through Negotiated Procurement – Lease of Real Property or Venue*

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

Source of Fund : FY 2024 General Appropriations  
NPC Annual Procurement Plan FY 2024  
(APP Item No. 2024-0068)

Approved Budget  
for the Contract : One Million Five Hundred Thousand Pesos Only  
(Php 1,500,000.00).


#### Prepared by:

 Digitally signed by  
Tavora Maria  
Donabella Atienza  
**MARIA DONABELLA A. TAVORA**  
SAO, HRDD

#### Recommending Approval:

 Digitally signed  
by Santos  
Rosaly Balsote  
**ROSALY B. SANTOS**  
Chief, HRDD

#### Approved by:

  
**ATTY. IVIN RONALD D.M. ALZONA**  
Executive Director IV/concurrent OIC-Director IV, FAO  
(per PCSO No. 017 s.2024) 