



REQUEST FOR QUOTATION

FY 2024 PRIVACY AWARENESS WEEK (PAW) - AVP RENTAL (APP Item No. 2024-0036)

27 April 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **FY 2024 PRIVACY AWARENESS WEEK (PAW) - AVP RENTAL (APP Item No. 2024-0036)**. 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., 03 May 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;
4. Income/Business Tax return of the preceding year; and
5. 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
FY 2024 PRIVACY AWARENESS WEEK (PAW) - AVP RENTAL

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 700,000.00)		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 "Scope of Work" for: 			
			1. Scope of Work - Audio/Video System equipment rental, full event punction and technical expertise for the conduct of the 2024 National Data Privacy Awareness Week Celebration on 30 May 2024.			
			a. Event Audio/Video Production "See attached Scope of Work for the description"			
			b. Event/Production Manager "See attached Scope of Work for the description"			
			c. Deliverables "See attached Scope of Work for the description"			
			d. Scheduled date "See attached Scope of Work for the description"			
			2. Professional Fees and Terms of Payments "See attached Scope of Work for the description"			
3. Confidentiality and Ownership "See attached Scope of Work 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 _____



SCOPE OF WORK SERVICE

FY 2024 Privacy Awareness Week (PAW) - AVP Rental (APP Item No. 2024-0036)

I. BACKGROUND

With the enactment of the Data Privacy Act of 2012 (DPA), the Philippines saw the creation of its own privacy watchdog, the National Privacy Commission (NPC). The NPC, through the years, has dedicated its valuable time and resources in making sure that the country's data privacy practices are at par with the latest industry standards and global practices.

In line with this, the NPC, through the Office of the President (OP), institutionalized the Privacy Awareness Week (PAW) in the Philippines. In retrospect, the PAW was organized to gather thousands of privacy professionals, advocates, and academic experts to explore the latest developments in the field of data privacy, as well as pertinent innovations, insights, and best practices, in anticipation of emerging challenges and opportunities. This is based on the premise that there is a need to inform and educate the public about data privacy, data protection and rights of data subjects, as well as responsibilities of PICs and PIPs, to reinforce the efforts of the NPC in protecting personal data and ensuring the Philippines.

Since 2018, the NPC spearheaded the celebration of the PAW in the Philippines every fourth week of May. The tradition towards cultivating a culture of Privacy has been going strong and the community has been growing through the years. With thousands of Data Protection Officers from PICs and PIPs all over the country in attendance, the annual effort to raise privacy is an opportunity to jumpstart or progress their understanding of the DPA and the NPC's rules and regulations.

DPA awareness has a significant effect on how respondents perceive the relevance of data privacy. According to a survey commissioned by the NPC, only 9% of our citizens who have internet access are aware of internet security practices. The nationwide survey conducted by the Philippine Survey and Research Center (PSRC) was held from October to November 2021. The respondents are males and females aged 18 years old and above from ABCDE income homes. The PSRC survey measured public awareness, practices, and perception of data protection and privacy issues. The NPC addresses the risks posed by existing and emerging technologies by raising privacy awareness nationwide. The NPC believes that every one has a role in cultivating a culture of privacy. Whether you are a child, a teenager, an adult, or a senior citizen, you deserve to exercise your rights and safeguard your personal information from unscrupulous individuals and groups.

According to the *Statista Research Department*, improved infrastructures in the Philippines has been driving the growth of its internet population, which is among the highest in the Asia Pacific Region. Filipino internet users spend the highest amount of time connected to the internet, averaging an estimated ten (“10”) hours per day. Despite the continuous efforts of global privacy enforcers around the world, there are still few who do not understand the grasp of data privacy. Some give away their data without thinking about the consequences of such actions. When we skim through our social media applications, it is apparent that Data Privacy Laws are not respected enough.

This year, the NPC plans to take its campaign for a privacy centric- Philippines to another level. The theme of Privacy Awareness Week 2024 says it all: DATA PRIVACY FOR ALL, EMBRACING INCLUSIVITY AND DIVERSITY. The goal of this year’s PAW is to broaden the reach of NPC’s advocacy, guiding the nation towards an environment that allows free flow of information yet protects the data of everyone. Last year was a wake-up call to all agencies, private and government alike. Numerous data breaches, security incidents, and countless incidents of unprotected personal data were exposed. The NPC, with its utmost effort in being the primary regulatory arm, emphasizes the importance of the role of DPOs, PICs and PIPs in spreading awareness, improving, and innovating towards a culture of privacy in the country.

II. OBJECTIVES

With the NPC’s intensified regulatory campaigns intended to increase the data subjects’ awareness of its existence and the efforts it has made in the past two years to ensure personal data privacy and data protection, this year’s PAW specifically aims to:

1. Highlight the transformations and innovations the NPC has implemented as data privacy regulator and data protection advocate.
2. Update the public on the NPC’s 2024 initiatives.
3. Deliver updates on enforcement, policy, data security, privacy technologies, compliance, and current best practices; and
4. Inform and guide data subjects on how to best protect their personal data in this Fourth (4th) Industrial Revolution.

III. SCOPE OF WORK

The NPC requires Audio/Video Provider (AVP) System equipment rental, full event production, and technical expertise in the conduct of the 2024 National Data Privacy Awareness Week Celebration on 30 May 2024 in Metro Manila.

To comply with the quarantine protocols and ensure the safety of the organizers and participants, PAW 2024 will be hybrid event. It will be simultaneously conducted live and streamed online in the NPC’s official YouTube and Facebook accounts.

- A. Events Audio/Video Production Provider shall be a duly registered Personal Information Controller in the NPC's registration system.
- B. Event/Production Manager who shall ensure proper execution of the program, as follows:

Deliverables	Scheduled Date
a. Coordinate and provide debriefs/briefings and or meetings with the venue representative/s and NPC technical committee for the technicalities and other related concerns;	3-5 days before the event
b. Provide a detailed floor plan of the event for the approval of the NPC Planning Committee;	
c. Provide, manage, and execute the ingress / egress and technical dry run of the event to ensure that all technical requirements are met	1 day before the event at 2200H
d. Manage and ensure fully functioning on-site technical equipment, including the use of mirror teleprompters for the event;	Ingress / day of the event at 0300H
e. Ensure placement of operations and technical personnel in charge for live streaming (YouTube, Facebook);	Ingress / day of the event
f. Act as the technical head in charge of staging and technical set-up and actual event operations of audio, video, and lighting equipment; Ensure seamless technical coordination throughout the program to optimize its execution.	Day of the event
g. Scriptwriting - to be approved by the procuring entity	
h. Stage Design - 3D model must be submitted and to be approved by the procuring entity	
i. Stage Design - 3D model must be submitted and to be approved by the procuring entity	

1. Events' Video System and Audio Equipment and technical expertise on its ingress/setup, in-event manning and operation and troubleshooting.
2. Personnel to act as the following:
 - a. 45 technical staff and operations;
 - b. 1 male and 1 female event host.
3. Event audio with playback music and minimum equipment consisting of the following or its equivalent:

<u>Qty</u>	
a. Full Range Speakers Subwoofers	
<u>4</u>	Stage Monitors
<u>1</u>	Digital Audio Mixer
<u>6</u>	Wireless Microphones
<u>6</u>	Wired Microphones with Stand

4. Event Lightning with a minimum equipment consisting of the following or its equivalent:

<u>Qty</u>	
24	Ceiling Mood Lights
16	Amber/White Frontals
8	Moving Heads
1	Lighting Controller

5. Expertise on the operation of both on site Audio/Video Equipment operation as well as online streaming;
6. Provide a 3D model of the stage design in consideration with the venue, for approval of the NPC
7. Provide two (2) photo walls with the appropriate design to be provided by the NPC: 1 for the PAW event proper; and 1 for the PAW Awards
8. Draft a script consistent with the theme “Privacy for All: Embracing Inclusivity and Diversity” for approval of the NPC
9. Specifically, the equipment rental must include a minimum of the following equipment:

<u>Qty</u>	
1	LED Wall - elevated (9ft X 32ft) place in the center stage (has the capability to project the presentation and a live video of the presenter)
2	Smaller LED Wall (6ft X 24ft) - place in both sides of the stage (has the capability to project the presentation and a live video of the presenter)
1	unit Data Video 4 Channel Video Mixing Board
3	30-50” Flat Screen TV Monitor
1 lot	Video Cables, Connectors & Wires (MAC and PC compatible)
4	Video Camera (for LIVE FEED & Documentation)
2	Presentation Remote/Pointer/Clicker
1 unit	50” Teleprompter (subject to change for bigger monitors)
1 lot	Computers for LED wall, teleprompter and timer, YouTube Live and FB Live, and for three (3) monitors
2 pcs.	Timers for presentation
2 pcs.	Mirror teleprompter

10. Dedicated Internet Connection not lower than 200MBPS that shall ensure continuous livestreaming of the event in Facebook and YouTube.
11. Video recording capabilities (Full video conference of the event for documentation).
12. Photo wall with lightings:
 - For Conference (AM)
 - For Awards Proper (PM)

IV. PROFESSIONAL FEES AND TERMS OF PAYMENT

The processing of full payment shall be made upon receipt of billing invoice or statement of account, submission of deliverables and issuance of Acceptance of Output by the end-user not later than 10 days after the conduct of activity.

V. CONFIDENTIALITY AND OWNERSHIP

1. The Lease of Event Production AVP System Rental provider shall hold and maintain the confidentiality of all materials, references, data, and other related information, whether in document or electronic form, which shall come into its possession in relation to and as a consequence of the service contract.
2. Any video recordings and photos captured during the event shall be owned by the NPC, and the NPC reserves the right to use them in future promotional materials. Furthermore, the Lease of Event Production AVP System Rental provider agrees to promptly turn over all videos and photos to the NPC upon completion/termination of the service contract.

VI. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service.

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 for FY2024 (APP Item No. 2024-0036)
Approved Budget for the Contract	:	Seven Hundred Thousand Pesos Only (Php700,000.00)

Prepared by:

SUSANA O. ABADA

Information Officer IV, Public Information and Assistance Division

Reviewed by:

Digitally
signed by Chin

ROREN MARIE M. CHIN

Chief, Public Information and Assistance Division

Approved by:

ATTY. IVIN RONALD D.M. ALZONA

Executive Director