



## REQUEST FOR QUOTATION

### EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT, AND DISCIPLINE - T-SHIRT (TEAM BUILDING) (APP Item No. 2024-0070)

08 May 2024

#### NOTICE TO ALL PROVIDERS

**EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT, AND DISCIPLINE - T-SHIRT (TEAM BUILDING) (APP Item No. 2024-0070).** 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., 14 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 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:

BIDS AND AWARDS COMMITTEE  
5<sup>th</sup> 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**  
**EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT, AND DICIPLINE - T-SHIRT**  
**(TEAM BUILDING)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 105,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u> )
				Unit Price	Total	
1	Lot	1	<i>Please refer to the "Scope of Work"</i>			
			<b>1. Scope of Work</b>			
			• Quantity 245 Pcs			
			• Print Full Sublimation T-shirt (Dri-fit)			
			• Materials Dri-fit (microfiber polyester fiber materials), breathable, round neck			
			• Delivery Terms 03 June 2024			
			• Colors Blue, red, yellow, purple, orange, green			
			• Design To be provided by NPC			
			• Sizes Various sizes "See attached Scope of Work for the description"			
<b>2. Contract Duration</b> "See attached Scope of Work for the description"						
<b>3. Payment and Delivery Terms</b> "See attached Scope of Work for the description"						
<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:

BY:

\_\_\_\_\_  
(Name of Company/Supplier/Provider/Date)

\_\_\_\_\_  
(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;

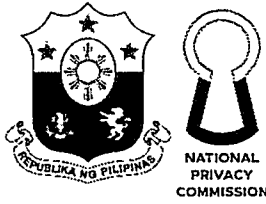
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging 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 \_\_\_\_\_



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## SCOPE OF WORK SERVICE

Employee Welfare, Relations, Engagement and Discipline – T Shirt (Team Building)  
(APP Item No. 2024 - 0070)

### 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.

As part of the team building exercises, NPC employees will be grouped into six (6) teams, each competing in various planned activities. To distinguish between the groups, participants will be assigned different colored t-shirts. NPC will be providing these t-shirts to its employees to ensure uniformity, and they will also serve as mementos of this memorable program.


### II. OBJECTIVES

The main goals of this team building 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 procure a total of 245 pieces t-shirts for its employees for use during the team building activity.

Quantity	245 pcs
Print	Full Sublimation T-shirts (Dri-fit)
Material	Dri-fit (microfiber polyester fiber material), breathable, round neck
Delivery Terms	Within 20 days after award of contract or 03 June 2024
Colors	Blue, red, yellow, purple, orange, green
Design	To be provided by NPC  <div style="text-align: center;">  </div>
Sizes	Various sizes  Sample sizes shall be provided by the winning supplier, 5 days after the award of contract.  Final list of sizes and colors will be provided by NPC to the supplier, five (5) days from the award of contract
Budget Allocation	P105,000.00

### 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**

Upon signing of Purchase Order

**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
100%	Send bill after full delivery	Billing statement	After full delivery
	TOTAL		

Indicative delivery dates may be adjusted upon request from and approval of NPC.

**VII. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Service.

The mode of procurement shall be: *Alternative Mode through Negotiated Procurement - Small value procurement.*

**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. 2024-0070)

Approved Budget for the Contract : One Hundred Five Thousand Pesos Only  
(Php 105,000.00).

**Prepared by:**

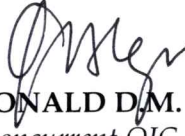
Digitally signed by  
Tavora Maria Donabella  
Atienza

MARIA DONABELLA A. TAVORA  
SAO, HRDD

**Recommending Approval:**

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)*