



## REQUEST FOR QUOTATION

### FY 2024 PRIVACY AWARENESS WEEK PAW - LEASE OF VENUE (APP Item No. 2024-0033)

03 May 2024

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **FY 2024 PRIVACY AWARENESS WEEK PAW - LEASE OF VENUE (APP Item No. 2024-0033)**. 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., 10 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. 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  
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> Except for government agencies as lessors, pursuant to Annex H - Appendix A of the 2016 Revised Implementing Rules and Regulation of RA 9184

**TECHNICAL SPECIFICATION**  
**FY 2024 PRIVACY AWARENESS WEEK (PAW) - LEASE OF VENUE**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 1,500,000.00)		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"</li> </ul> <p><b>1. Scope of Work</b></p> <p><b>A. Lease of Venue shall include:</b></p> <ul style="list-style-type: none"> <li>• Event Venue for Privacy Awareness Week to be held on 30 May 2024</li> <li>• Food</li> <li>• Basic Audio Equipment</li> </ul> <p><b>Capacity:</b></p> <ul style="list-style-type: none"> <li>• The venue must accommodate more than 800 guests, including 45 technical staff and operators.</li> <li>• Registration Area</li> </ul> <p><i>"See attached Scope of Work for the description"</i></p> <p><b>Location:</b></p> <ul style="list-style-type: none"> <li>• Must be located within Pasay or Parañaque City</li> </ul> <p><i>"See attached Scope of Work for the description"</i></p> <p><b>Security and safety:</b></p> <ul style="list-style-type: none"> <li>• Security personnel provided on building perimeter areas and internal patrols for common areas.</li> <li>• Dedicated Banquet Manager and Healthy Safety Manager.</li> </ul> <p><i>"See attached Scope of Work for the description"</i></p> <p><b>Internet provision:</b></p> <ul style="list-style-type: none"> <li>• Two (2) dedicated LAN internet connection with at least 15mbps bandwidth.</li> <li>• WIFI internet access for all guests</li> </ul> <p><i>"See attached Scope of Work for the description"</i></p> <p><b>Others:</b></p>			

		<ul style="list-style-type: none"> <li>• Sufficient air-conditioning and adequate lightning facilities for 10-hour event.</li> <li>• Adequate and clean comfort rooms for both male, female, and PWD guests.</li> <li>• Venue designated ushers to guide guests to the event hall and visible manual/ electronic signages or standees for reference and guidance.</li> <li>• Free parking for guests.</li> <li>• Physical Arrangement/ Layout plans:</li> </ul> <p><b>Appropriate stage set-up consistent with the plan that will be provided by the NPC PAW Planning Committee Including:</b></p> <ul style="list-style-type: none"> <li>• Stage platform</li> <li>• Basic table set up with table number and menu card.</li> </ul> <p><i>“See attached Scope of Work for the description”</i></p> <hr/> <p><b>Availability of Venue:</b></p> <ul style="list-style-type: none"> <li>• May 30, 2024, (0300H- 200H)</li> <li>• Allows NPC suppliers to standby within the venue for documentation from 2200H the day prior and ingress at 0300H on event date.</li> </ul> <p><i>“See attached Scope of Work for the description”</i></p> <hr/> <p><b>B. Food:</b></p> <p><b>Provided food for 800 pax.</b></p> <ul style="list-style-type: none"> <li>• For VIPs and Guests</li> <li>• For VIPs- Plated Meal for 30 pax to be served.</li> </ul> <p><b>Buffet Lunch at 11:30H</b></p> <ul style="list-style-type: none"> <li>• Cold Section (at least 4 variety)</li> <li>• Soup</li> <li>• Mains (at least 4 Variety)</li> <li>• Rice</li> <li>• Sweets (at least 4 Variety)</li> <li>• Soda or Juice (one round)</li> </ul> <p><b>For PM Snacks at 1630H</b></p> <ul style="list-style-type: none"> <li>• Two Pastry or Sandwich of different variety.</li> </ul> <p><b>Free Flowing coffee and tea</b></p> <p><i>“See attached Scope of Work for the description”</i></p>			
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			<p><b>C. Basic Audio Equipment</b></p> <ul style="list-style-type: none"> <li>Speakers and digital audio mixer with at least 4 wireless microphones and 4 wired microphones with stand, audio playback capabilities.</li> </ul> <p><i>“See attached Scope of Work for the description.”</i></p>			
			<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)



## SCOPE OF WORK SERVICE

### FY 2024 Privacy Awareness Week (PAW) - Lease of Venue (APP Item No. 2024-0033)

#### 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 (4<sup>th</sup>) Industrial Revolution.

## I. SCOPE OF WORK

The NPC requires a venue for the conduct of the Privacy Awareness Week to be held on **30 May 2024** within Paranaque or Pasay cities, Metro Manila.

The inclusions for the “Lease of Venue” include:

- A. Event Venue
- B. Food
- C. Basic Audio Equipment

Specifically, the inclusions are as follows:

### A. Event Venue

The event venue shall possess world-class facilities and equipment which meet the international standards and is operated by an experience and professional staff who can meet the requirements of sophisticated domestic and foreign clientele.

The specification are as follows:

- i. Capacity:
  - a. The venue must accommodate more than 800 guests, including 45 technical staff and operators.
  - b. Registration Area
- ii. **Location:** Must be located within **Pasay** or **Parañaque City**.
- iii. **Security and safety:**
  - a. Security personnel provided on building perimeter areas and internal patrols for common areas.
  - b. Dedicated Banquet Manager and Health Safety Manager.
- iv. **Internet provision:**
  - a. Two (2) dedicated LAN internet connection with at least 15mbps bandwidth.
  - b. WIFI internet access for all guests.
- v. Others:
  - a. Sufficient air-conditioning and adequate lighting facilities for 10-hour event.
  - b. Adequate and clean comfort rooms for both male, female, and PWD guests.

- c. Venue designated ushers to guide guests to the event hall and visible manual/electronic signages or standees for reference and guidance.
- d. Free parking for guests.
- e. Physical Arrangement /Layout plans:

Appropriate stage set-up consistent with the plan that will be provided by the NPC PAW Planning Committee including:

- Stage platform
- Basic table set up with table number and menu card

**vi. Availability of venue on May 30, 2024, 0300H-2000H**

- vii. Allows NPC suppliers to standby within the venue for documentation from 2200H the day prior and ingress at 0300H on event date.

**B. Food**

Provide food for **800 pax**.

**For VIPs and Guests**

**For VIPs - Plated Meal for 30 pax to be served.**

**Buffet Lunch at 11:30H:**

- Cold Selection (at least 4 variety)
- Soup
- Mains (at least 4 variety)
- Rice
- Sweets (at least 4 variety)
- Soda or Juice (one round)

**For PM Snack at 1630H**

- Two Pastry or Sandwich of different variety.

**Free flowing coffee and tea**

**C. Basic Audio Equipment**

Speakers and digital audio mixer with at least 4 wireless microphones and 4 wired microphones with stand, with audio playback capabilities.

**II. PROFESSIONAL FEES AND TERMS OF PAYMENT**

1. The NPC shall pay a total of One Million Five Hundred Thousand Pesos (**Php 1,500,000.00**) for the lease of venue and shall be inclusive of taxes, and other related charges.



**2. Payment terms:**

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

3. Must accept "send bill" payment terms.

**III. CONFIDENTIALITY AND OWNERSHIP**

1. The Lease of Venue 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. Upon completion/termination of the service contract, all materials, references, data, and other related information, whether in document or electronic form, in the possession of the Lease of Venue provider shall be immediately inventoried and returned to the NPC.

**VI. MODE AND NATURE OF PROCUREMENT**

This shall be the procurement of Service.

The mode of procurement shall be: Negotiated Procurement - Lease of Real Property and Venue (Sec. 53.10)

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


Source of Fund : Annual Procurement Plan FY 2024  
(APP Item No. 2024-0033)

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

Prepared by:

  
**SUSANA O. ABADA**  
*Information Officer IV, PIAD*

Recommending Approval:

  
**ROKEN MARIE M. CHIN**  
*Chief, Public Information and Assistance Division*

Approved by:

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