



REQUEST FOR QUOTATION

EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT, AND DISCIPLINE - BUS RENTAL (TEAM BUILDING) (APP Item No. 2024-0069)

08 May 2024

NOTICE TO ALL PROVIDERS

EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT, AND DISCIPLINE - BUS RENTAL (TEAM BUILDING) (APP Item No. 2024-0069). 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 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
EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT, AND DICIPLINE - BUS
RENTAL (TEAM BUILDING)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 280,000.00)		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>			
			1. Scope of Work A. Description of Work Number of Personnel 245 Place Tagaytay or Nasugbu, Batangas (final venue to be arranged) Date and time (from - to) 06 June 2024 <ul style="list-style-type: none"> • 7:30 am • PICC Pasay City to Tagaytay or Nasugbu, Batangas 07 June 2024 <ul style="list-style-type: none"> • 1:00 pm • Tagaytay or Nasugbu, Batangas to PICC Pasay City 			
			B. Requirements <ul style="list-style-type: none"> • At least 49 seating capacity • Fully air-conditioned tourist buses • Drivers with proper uniform and identification • Driver's fees, fuel, and toll fees • Driver's meals and accommodation • On-board insurance • Buses must be in good condition, no foul smell, crawling insect etc. • Enough baggage space • Good audio systems • With WI-FI is a plus <i>"See attached Scope of Work for the description"</i>			
			2. Contract Duration <i>"See attached Scope of Work for the description"</i>			
			3. Payment and Delivery Terms <i>"See attached Scope of Work for the description"</i>			
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;

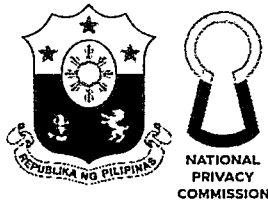
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging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

EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT AND DISCIPLINE
- BUS RENTAL (TEAM BUILDING)
(APP Item No. 2024 - 0069)

I. BACKGROUND

The National Privacy Commission (NPC) is the country's privacy watchdog: an independent body mandate to administer and implement the Data Privacy Act of 2021 and to monitor and ensure compliance the country with international standards set for data protection. The law was passed in 2012, but it was only in 2016 that the first Privacy Commissioner was appointed, and the secretariat was formed.

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.

The venue for the conduct of NPC Teambuilding will be in Tagatay, Cavite or Nasugbu, Batangas (final venue to be confirmed). To ensure that all personnel will be able to attend the activity, and reach the venue safe and secure, transportation service will be provided.

II. OBJECTIVES

The focus of this market study is to determine the available transport/bus services provider that complies within the technical specifications.

Requests for quotations were sent to potential suppliers, obtained thru referrals, and searching thru the internet. Results of the canvass are summarized in this market study.

III. SCOPE OF WORK

1. Description of work

The NPC would like to rent buses to ferry a total of 245 NPC personnel to Tagaytay-Nasugbu, Batangas (final venue to be confirmed) for the NPC Team Building Activity.

2. Expected Outputs:

To provide transport services for 245 NPC personnel or estimated five (5) buses from the PICC, Pasay City going to Tagaytay-Nasugbu, Batangas, and vice versa.

Event Title: NPC Team Building FY2024

Date/Time: *see table below*

Date	Time	From	To
06 June 2024	7:30 AM	PICC Pasay City	Tagaytay or Nasugbu, Batangas (final venue to be arranged)
07 June 2024	1:00 PM	Tagaytay or Nasugbu, Batangas (final venue to be arranged)	PICC Pasay City

3. Requirements

The proposal shall include the following:

- i. At least 49 seating capacity
- ii. Fully air-conditioned tourist buses
- iii. drivers with proper uniform and identification
- iv. driver's fees, fuel, and toll fees
- v. driver's meals and accommodation
- vi. On-board insurance
- vii. Buses must be in good condition, no foul smell, crawling insects etc.
- viii. Enough baggage space
- ix. Good audio systems
- x. With Wi-Fi is a plus

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.

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

VI. PAYMENT AND DELIVERY

Supplier must be amendable to send-bill arrangement. The total amount to be paid should be based on the **actual** number of buses used.

Payment shall be made upon issuance of the Certificate of Acceptance of Output upon recommendation by the end-user.

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. 2024-0069)

Approved Budget for the Contract : Two Hundred Eighty Thousand Pesos Only (Php 280,000.00).

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, OED

/concurrent OIC-Director IV, FAO (PCSO No. 017, s. 2024)