



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
TERMS OF REFERENCE
FOR THE PROCUREMENT OF PRODUCTION SERVICES FOR
CUSTOMIZED BALLPENS

I. Background

The National Privacy Commission (NPC) is tasked to inform and educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in Section 9.c of the Implementing Rules and Regulations of R.A. 10173 or the Data Privacy Act of 2012. Last May, the Commission has launched its advocacy on responsible online citizenship called *PSST!: Privacy, Safety, Security, and Trust Online* campaign. A reminder to data subjects to practice good data privacy habits and help prevent self-inflicted harms due to online carelessness. In this regard, the Public Information and Assistance Division (PIAD) proposes to procure production services for customized event ballpens to be distributed to various schools participating throughout the whole campaign.

II. Objectives

The event aims to:

- To promote the advocacy campaign to various schools and organizations
- To educate Filipinos to practice good data privacy habits online
- To inform citizens of the dangers of online carelessness and prevent harm on their data privacy

III. Specifications

A. Technical Specification

No.	Item	Specifications
1.	Customized ballpens	No. of pieces: 4500 pcs Material: Retractable pen Ink color: Blue Color: Silver or Black Customization: Full color, UV Printing of design, both sides

B. Qualifications Requirements

- The supplier must previously have the same transaction with any government agency
- The supplier must provide a sample of the customized items for approval of the Commission.
- Must accept 'send bill' payment terms

IV. Approved Budget for the Contract

ABC = P76,500.00

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