



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
TERMS OF REFERENCE  
FOR THE PROCUREMENT OF PRODUCTION SERVICES FOR  
CUSTOMIZED CANVASS TOTE BAGS

## 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 canvass tote bags 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 Canvass Tote Bags	No. of pieces: 4500 Material: 100% Natural 6oz Cotton Fibre with velcro Printing: Full color Dimensions: 14.125(H) x 12.875(W) x 2.25 Gusset Handle: 19 inches Imprint area: 8x8 inches

### 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 = P450,000.00**

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