



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION (Lease of Venue- Baguio City)

Date: **20 August 2019**

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to lease a venue for its conduct of DPO ACE Program in Baguio City.

As such, the provider or supplier of known qualifications is hereby invited to submit their quotations/price proposals not later than **22 August 2019**

The service provider must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Numer; and
3. Income/ Business Tax Return.

Please submit your formal proposal duly signed by your representative through email, joel.pagtulingan@privacy.gov.ph or via sealed envelope or the option of the supplier, attention to:

MARIA DONABELLA TAVORA
BAC Secretariat Head
National Privacy Commission
0945-809-9449/ (02) 234-2228 loc. 127

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract	
				Unit Price	Total
			TECHNICAL SPECIFICATIONS		
	lot	1	Lease of Venue and Food <i>Please see attached terms of reference.</i>	Php202,500.00	Php202,500.00

Instruction to bidders.

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- IV. Delivery shall be made fifteen (15) days after receipt of Purchase Order.
- V. Payment shall be prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes monthly.