



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE FOR LEASE OF VENUE

Title: Meals and Lease of Venue for the DPO ACE Program (Regional) Level 1

Area of Delivery: Baguio City

I. Rationale/Background

The NPC envisions to be the center of knowledge for Data Privacy in the country. To achieve this, the Commission will hold the DPO ACE Program (Regional) Level 1 to bring Data Privacy awareness and compliance outside Metro Manila.

The DPO ACE, a Certification Program, aims to capacitate DPOs on steps required to implement DPA compliance in their respective organizations. Participants will be provided with detailed insight into the main provisions of DPA as well as practical guidance for compliance.

The composition of the DPO ACE will be gender inclusive and gender balanced. In the promotion and invitation of participants to the event, gender inclusivity and sensitivity shall be observed.

II. Objectives

The objectives of this DPO ACE Program are to:

- Provide certification training to DPOs outside Metro Manila. In achieving maximum compliance, the DPO ACE will be an effort of the Commission to reach out to the regions.
- Achieve maximum compliance and awareness, extending to more citizens. Provide direct engagement to regional DPOs and to diversify the involvement of different stakeholders and data subjects.
- Promote equal opportunities for men and women attending the DPO ACE, leading to achieve maximum capacity of human development
- Aside from extending the coverage of the NPC, this will form an avenue for the Commission to identify and understand different privacy concerns across the archipelago.

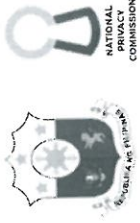
III. Details of the Event

Event Title: DPO ACE Program (Regional) Level 1

Date: August 28, 2019 (Ingress)
August 29-30, 2019 (DPO ACE Program)

Venue: Baguio City

Inclusions: Venue and Food (AM & PM Snacks with free-flowing coffee, Buffet Lunch) for the event on August 29-30, 2019 for 60pax, Registration area, LCD screen and projector, Basic lights and sound



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system, Microphones with stand, Pads and pencils, Whiteboard with marker, strong Wi-fi connection, 2 double sharing rooms for NPC personnel from August 28-29, 2019.

Meeting room:

Date	No. of Persons (Event)	AM Snacks	Lunch	PM Snacks
August 29	60 pax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August 30	60 pax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Accommodation:

Date	No. of NPC personnel	2 Double sharing rooms
August 28	4 pax	<input checked="" type="checkbox"/>
August 29	4 pax	<input checked="" type="checkbox"/>

IV. Terms of Payment

The NPC shall pay a total of **Php 202,500.00**, thru “send-bill” payment arrangement for the meals and lease of venue for the DPO ACE Program (Regional) Level 1 at Baguio City.

V. Qualifications Requirements

1. The supplier must previously have the same transaction with a government agency.
2. The supplier must be Philippine Government Electronic Procurement System (PhilGEPS)-registered and can provide ITR and Mayor’s Permit.
3. The supplier must have a reputable service.
4. Must accept ‘send bill’ payment terms.
5. Accessible for transportation.
6. Must be within the vicinity of Baguio City.
7. Can offer amenities that are reliable and functional.

VI. Approved Budget for the Contract

ABC = P 202,500.00

NOTE:

1. Total Cost should not exceed ABC Pesos (Php).
2. Price quotation is inclusive VAT and all other applicable taxes, logistics and other charges.

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