



Republic of the Philippines
NATIONAL PRIVACY COMMISSION



MEMORANDUM (Ref. No. Admin-18-00039)

FOR : Raymund Enriquez Liboro *RL*
Privacy Commissioner and Chairman

THRU : Belma G. Martinez *BGM*
OIC Director, Finance and Administrative Office

Atty. Gilbert V. Santos
OIC Director, Legal and Enforcement Office and
Chairperson, Bids and Awards Committee

FROM : The Chief, Administrative Services Division

SUBJECT : Approval of CY 2018 NPC Annual Procurement Plan (APP)

DATE : 9 February 2018

As required under RA No. 9184 (The Government Procurement Reform Act), attached is the CY 2018 APP of NPC amounting to Php48,735,027.43, which is equivalent to 48.21% of Php101,080,000 total budget of the NPC under its Maintenance and Other Operating Expenses (MOOE).

The consolidated APP covers only those procurable items based on the adjusted version of the Project Procurement Management Plan submitted to us by the Finance, Planning and Management Division last 31 January 2018 only and was further adjusted to conform with the NPC allocated budget for CY 2018.

The NPC CY 2018 APP is categorized by object of expenditures following the directive of the OIC Director, Finance and Administrative Office.

Below is the summary of the CY 2018 APP, the details of which have been presented and discussed during the Bids and Awards Committee meeting held last 5 February 2018. Once approved and signed, RA 9184 requires that a copy be furnished and posted in the GPPB website:

Particulars	Amount
Travelling Expenses (foreign and local)	Php 2,250,000.00
Office Supplies Expenses	2,479,191.43
• APP-CSE Available at PS DBM - Php 1,881,926.48	
• APP-CSE Not available at PS DBM - 597,264.75	
Other Supplies Expenses	3,292,750.00
Training Expenses	400,000.00
Utility Expenses	1,628,750.00
Communication Expenses	300,000.00
Professional Services	9,277,500.00
Repair and Maintenance	125,000.00
Advertising Expenses	470,000.00
Printing and Publication Expenses	5,869,000.00
Representation Expenses	1,300,000.00
Rent/Lease Expenses	10,794,000.00
Subscription Expenses	9,519,336.00
Other MOOE	312,500.00
Contingency	67,000.00
Total	Php 48,735,027.43

Please note that under item 7.3.5 of RA 9184, the APP shall be submitted to the Government Procurement Policy Board on or before the end of January of the budget year, and shall be posted in the Agency website.

For consideration and approval.


MARIA DELIA S. PRESQUITO



National Privacy Commission Annual Procurement Plan for FY 2018

FY 2018

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. TRAVELLING EXPENSES												
2018-001	Local and Foreign Travel Expense	NPC	NP-53.5 Agency-to-Agency					Government of the Philippines	1,800,000.00	1,800,000.00	-	Airline Tickets available at PS-DBM
2018-002	Bus rental expense: 1) Privileges Program for students in Luzon- 100,000 and for PICs and PIPs -150,000 (PIAD) 2) Mid-year Assessment- 100,000 and FY 2019 Strategic Planning- 100,000 (FPMD)	PIAD/FPMD	NP-53.9 - Small Value Procurement					Government of the Philippines	450,000.00	450,000.00	-	In support of the information dissemination
Total									2,250,000.00	2,250,000.00		
B. OFFICE SUPPLIES EXPENSES												
2018-003	Common-Use Office Supplies Available @ PS-DBM	NPC	NP-53.5 Agency-to-Agency					Government of the Philippines	1,881,926.68	1,881,926.68	-	Presented in Annual Procurement Plan- Common-used Supplies and Equipment FY 2018, Year-round procurement
2018-004	Common-Use Office Supplies Not Available @ PS-DBM	NPC	Shopping					Government of the Philippines	597,264.75	597,264.75	-	
Total									2,479,191.43	2,479,191.43		
C. OTHER SUPPLIES EXPENSES												
2018-005	Other Supplies Expense: 1) Customized Calendar/ Organizers for DPO- 600,000; Customized Folder- 100,000; Customized ID lanyard- 175,000; Customized Ballpen- 50,000; Customized Fan- 50,000; Customized Keychain- 75,000; Customized Stickers- 30,000; Customized Canvas tote bags- 75,000; Customized powerbanks- 80,000; Business cards of key officials- 8,000; NPC 3D Letters- 50,000; (PIAD) 2) Awards, Tokens(30,000 in 1st half; 20,000 in second half); 50,000 (CMD) 3) Awards and prizes for Privacy Awareness Week- 50,000 (PFC) 4) Self-inking stamp- 6,000; PVC ID and ID Lace (Permanent ID)- 50,000; Participation to CSC Anniversary- 40,000; Tokens Employees Week- 50,000; Tokens Employees Appreciation Day- 80,000 (HRDD) 5) Mid-Year Assessment- 10,000; FY 2019 Strategic Planning- 10,000 (FPMD)	PIAD/ CMD/ PPO/ HRDD/ FPMD	NP-53.9 - Small Value Procurement					Government of the Philippines	1,639,000.00	1,639,000.00	-	For promotional/awareness campaign on the implementation of the National Privacy Act and its IRR

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		Various supplies and materials:									
		1) ISO documentation and training- 100,000; Quality Manual Production- 45,000; NPC Manual Production- 100,000 (PPMID)									
		2) DPO Curriculum Development and Capacity Building Program (10k in Feb, 75k in March, 18,750 in April, 75k in May, 15k in June, 10k in Aug, 10k in Sept and 50k in October)- 263,750; DPO Briefings & Summits (10,000 for February, 20,000 for March, 10,000 for April, 10,000 for May, 20,000 for June, 10,000 for July, 10,000 for Aug, 20k for Sep, 10k for Oct, 10k for Nov, and 10k for December)- 140,000; NPC Project Management Office (30k per month from April to December)- 270,000; Data Privacy Stakeholders Assembly (15k for Jan, 25k for April, 25k for May, 15k for July and 25k October)- 105,000; DPO Council Meetings and Capacity Building(50k for May and 50k for November)- 100,000 (OPC)									
		3) 2017 Data Protection Report- 10,000; Legal Roundtable- 60,000 (CID)		PPMID/ OPC/ CID/ DSTSD/ PIAD/ HRDD		Shopping					
2018-006		4) Training Needs of DPOs Assessed- 50,000; Faculty To Teach The DPO Curriculum- 10,000; Trainings Implementing the DPO Curriculum (25k per month in June, August and October)- 75,000; Compliance Readiness Guidelines- 5,000; Set of Guidelines for 5-Star Compliance Check Program based on the 5 Pillars of Data Privacy Compliance and Accountability- 20,000; Privacy Management Program- 20,000; Technological Report - 20,000; (DSTSD)									
		5) Privacy Awareness Week- 30,000; PAW: PPSST launch campaign in schools- 25,000; DPO Grand Assembly 2- 60,000; PRIV Amovos in Luzon - for Students- 25,000; PRIV Amovos in Visayas - for PIC&KPIPs- 25,000; PRIV Amovos in Mindanao for students- 25,000 (PIAD)									
		6) Development of a Competency-Framework, Job Module and Profiles- 20,000; Development of a Competency-Based Merits System Promotion Plan- 30,000; Development of a Competency- Based Learning and Development arrangement- 20,000 (HRDD)									
		TOTAL				3,292,750.00				For use of in the holding of trainings, DPO Summits and other NPC Events for CY 2018	
D. TRAINING EXPENSES											
2018-007		Certified Network Forensics Examiner (CNFE)		CID		NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services		Government of the Philippines		400,000.00	
								400,000.00		- Capability building of NPC Staff	
								TOTAL		400,000.00	
E. UTILITY EXPENSES											
2018-008		Fuel, oil and lubricants		ASD		NP-53.9 - Small Value Procurement		Government of the Philippines		1,628,750.00	
								1,628,750.00		- Year-round procurement of fuel for NPC motor vehicles	
								TOTAL		1,628,750.00	
F. COMMUNICATION EXPENSES											
2018-009		Landline Subscription		ASD		Competitive Bidding		Government of the Philippines		300,000.00	
								300,000.00		- To facilitate internal and external communication with the NPC stakeholders	
								TOTAL		300,000.00	

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G. PROFESSIONAL SERVICES

<p>2018-010</p> <p>Professional Services: 1) Source code analysis- 400,000; Penetration Testing Service- 200,000 (CMID) 2) DPO Curriculum Development and Capacity Building Program (50k in Feb., 250k in Mar., 37.5k in April, 150k in May, 30k in June, 50k in Aug, 50k in Sept and 50k in October)- 667,500; DPO Briefings & Summits (30k for Feb., 30k for April, 15k for May, 15k for July, 30k for Aug., 15k Oct. and 30k for November)- 165,000; NPC Project Management Office (50k for Feb., 150k for March, 200k for April, 250k for May, 200k monthly from June to December)- 2,050,000; Data Privacy Stakeholders Assembly- 50,000 (OPPC)</p>	<p>CMID/ OPC/ CID/ PIAD/ FAO</p>	<p>NP-53.9 - Small Value Procurement</p>		<p>Government of the Philippines</p>	<p>3,942,500.00</p>	<p>3,942,500.00</p>	<p>-</p>	
<p>5) Manualization of Procedures of FAO and Consolidation of Manual of Operations and Systems- 180,000 (FAO)</p>								<p>To engage professional assistance for the installation of source code analysis, penetration testing and other equally major programs/ activities of the NPC</p>
<p>Professional Services: 1) Engagement of a professional social research firm- 2,500,000 (PIAD) 2) ISO Resource Speaker- 50,000 (FPNMD) 3) Annual Physical Health Exam- 185,000; Mandatory Drug Test : Drug Free Workplace Implementation- 100,000 (HRDD)</p>	<p>PIAD/FPNMD/ HRDD</p>	<p>NP-53.5 Agency-to-Agency</p>		<p>Government of the Philippines</p>	<p>2,835,000.00</p>	<p>2,835,000.00</p>	<p>-</p>	
<p>Professional Services: 1) Market Research Company- Qualitative for Training Needs of DPOs Assessed- 200,000; Market Research Company- Quantitative for Training Needs of DPOs Assessed- 400,000 (DSTSDD) 2) Mental Health : Neuropsychologic Tests for Employees- 900,000; Development of a Competency-Framework, Job Module and Profiles- 160,000; Development of a Competency-Based Merits System Promotion Plan- 160,000; Development of a Competency-Based Learning and Development arrangement- 160,000 (HRDD)</p>	<p>DSTSDD HRDD</p>	<p>NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services</p>		<p>Government of the Philippines</p>	<p>1,500,000.00</p>	<p>1,500,000.00</p>	<p>-</p>	
<p>2018-013</p> <p>Professional Services: Engagement of a consulting firm (for system analysis & design, and development) for Development of AskPriva Chatbot</p>	<p>PIAD</p>	<p>Competitive Bidding</p>		<p>Government of the Philippines</p>	<p>1,000,000.00</p>	<p>1,000,000.00</p>	<p>-</p>	
<p>Total</p>					<p>9,277,500.00</p>			

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