



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**ENGAGEMENT OF SERVICE FOR THE CONDUCT OF VIRTUAL TRAINING FOR NPC  
FAO PERSONNEL, FAO FOCAL PERSONS AND ALL OTHERS CONCERNED  
October to December 2020**

26 October 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to engage **service of a training provider for the conduct of FAO Virtual Training.**

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **4:00 P.M., 30 October 2020.**

The service providers/suppliers 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 Number;
3. Notarized Omnibus Sworn Statement;
4. Income/ Business Tax Return; and
5. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

**Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

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BAC Secretariat Head  
National Privacy Commission  
(02) 8234-2228 loc. 127



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**TECHNICAL SPECIFICATION**

| Item | Unit | QTY | Description/Specifications  | Approved Budget of the Contract<br><br>(Php 520,000.00) |       | Compliance<br>(Manifest your compliance by writing "COMPLY" in every item) |
|------|------|-----|---|---|-------|--|
|      |      |     |   | Unit Price  | Total |  |
| 1    | lot  | 1   | <p><b>I. TECHNICAL REQUIREMENTS</b></p> <p><b>Training Provider:</b></p> <ul style="list-style-type: none"> <li>• Must be PhilGEPS Accredited</li> <li>• Must be PRC Accredited</li> <li>• Shall provide training materials (if applicable) and certificates of participation/ completion (with CPD units if applicable) to participants</li> <li>• Shall submit to NPC (end user) the copy of presentation after each training</li> </ul> <p><b>Courses:</b></p> <p><b>Seminar/Training 1</b></p> <ul style="list-style-type: none"> <li>• Topic: <i>Risk Management</i></li> <li>• Date and Time: <i>November 16-19, 2020</i></li> <li>• Time: <i>8:00AM-12:00NN or 1:00PM to 5:00PM</i></li> <li>• Duration: <i>4 hours per day (total of 16 hrs.)</i></li> <li>• Venue/Platform: <i>Virtual/Online Training</i></li> <li>• Number of Pax: <i>Minimum of 30, Maximum of 75</i></li> <li>• Course Description: <i>The course covers the basic and advanced concepts related to risks, hazards, risk factors, risk treatment, including the relevant tools and techniques. It requires the participants to prepare and present the required matrices or tables and outputs to demonstrate learning.</i></li> </ul> |   |       |  |



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|  |  |  | <p><b>Seminar/Training 2</b></p> <ul style="list-style-type: none"> <li>• Topic: <i>Information System Audit Fundamentals</i></li> <li>• Date: <i>November 23–26, 2020</i></li> <li>• Time: <i>8:00AM-12:00NN or 1:00PM to 5:00PM</i></li> <li>• Duration: <i>4 Hours per day (total of 16 Hrs.)</i></li> <li>• Venue/Platform: <i>Virtual/Online Training</i></li> <li>• Number of Pax: <i>Minimum of 30, Maximum of 67</i></li> <li>• Course Description: <i>The course is designed to provide a basic understanding of all aspects of information systems (IS) in organizations – IS governance, IS acquisition &amp; development, IS operations and service management, business resilience and information security – and introduces various approaches to review and evaluate their effectiveness in support of organizational objectives.</i></li> </ul> <p><b>Seminar/Training 3</b></p> <ul style="list-style-type: none"> <li>• Topic: <i>Philippine Government Accounting Standards</i></li> <li>• Date and Time: <i>December 07 - 10, 2020</i></li> <li>• Time: <i>8:00AM-12:00NN or 1:00PM to 5:00PM</i></li> <li>• Duration: <i>4 Hours per day (total of 16 Hrs.)</i></li> <li>• Venue/Platform: <i>Virtual/Online Training</i></li> <li>• Number of Pax: <i>Virtual/Online Training</i></li> <li>• Course Description: <i>The course covers the major standards adopted under Philippine Public Sector Accounting Standards required to be adopted by government agencies and the application of the pertinent to the various transactions of government agencies.</i></li> </ul> |  |  |  |
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|              |  |  | <i>Note: Dates and topics may interchange depending on the availability of the resource person(s) of the training provider and upon acceptance by the NPC (end-user).</i> |  |  |  |
| <b>TOTAL</b> |  |  |   |  |  |  |

Instruction to bidders.

- I. Compliance must be stated by writing “Comply” to each requirement mentioned above.
- II. All prices shall be VAT inclusive.
- III. All quotations shall be written with the company’s letterhead.
- IV. Present the original Mayor’s Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VI. Payment shall be based on actual billing in excess of 30 pax per training through Send-Bill Arrangement.

CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
 (Name/Position/Signature of Representative/Date)