



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

**ENGAGEMENT OF TECHNICAL FACILITATOR/S FOR THE CONDUCT
OF NPC OPERATIONAL PLANNING FOR FY 2021**

26 October 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **Technical Facilitators for the conduct of NPC Operational Planning for FY 2021.**

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; and
4. 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 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

ATTY. KRISHNA AIRA TANA-CAGUIA
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 (Php 70,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<p>I. REQUIRED QUALIFICATIONS, SKILLS, AND COMPETENCIES</p> <p>The technical facilitator/s must meet the following minimum requirements:</p> <ul style="list-style-type: none"> • At least 5 years of professional work experience and proven track record as technical experts and advisors as project manager and/or coordinator for government entities; • Certified Quality Management System (ISO 900 :2015) Auditor; • Demonstrated experience and knowledge in the preparation of short- and long-term programs and projects, including planning, design, monitoring, and evaluation. <p>II. RESPONSIBILITIES AND TASKS</p> <p>The technical facilitator/s shall perform the following:</p> <ul style="list-style-type: none"> • Facilitate the conduct of FY2021 Strategic/Operational Planning. The facilitators will be joining the NPC onsite participants which are streamed online via video teleconferencing platform; • Conduct workshop which comprises of the following: 			



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		<ul style="list-style-type: none"> ○ Review existing NPC Strategic Framework and objectives in relation to its overall mandate to determine strategic alignment; ○ Identify opportunities for the development of relevant programs and projects of the Commission; ○ Assist participants to identify performance measures of the office aligned to the strategic objectives of NPC; ○ Assist participants in developing strategies to meet the target performance measures; ○ Recommend the most appropriate operational model(s) for any functions recommended to the NPC; ○ Provide documentation report indicating the summary list of FY 2021 Operational Plans. <p>III. OUTPUTS</p> <p>The technical facilitator/s shall deliver the following activities via online platform:</p>			
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NO.	DATE/ DAY	Activity Title	Activity Description	Target Outputs
1	DAY 1	Setting of expectations and objectives of the activity Conduct of Lecture on the Alignment of Strategic Planning and Quality Management System	The Participants will be able to understand the alignment of strategic Objectives to the Quality Performance Measures of the Organization	Initial draft of the 2021 Strategic Objectives and plans
1	DAY 1	Workshop on the Development of Strategies and Performance Measurements	The participants will be able to: a. Identify performance measures of the office align to the strategic objectives of NPC; b. Develop Strategies to meet the target performance measures	
2	DAY 2	Write shop and Coaching Sessions on the Development of the 2021 Strategic Plans	This session will focus on the development of the plans, while the resource persons conduct coaching technical assistance sessions and processing of outputs with the online and onsite participants	Final draft of the 2021 Strategic Objectives and plans
TOTAL				



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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. The NPC shall pay the through a Send-Bill Arrangement upon approval of the draft NPC 2021 Strategic Objectives and Plans and issuance of the Certification of Completion and Acceptance.
- VII. All or any specified part of the documents/records gathered and submitted by the Technical Facilitator/s shall be exclusive property of the National Privacy Commission
- VIII. The technical facilitator/s must sign a Confidentiality and Non-Disclosure Agreement issued by the National Privacy Commission

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)