



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF CY 2021 PLANNER WITH NPC LOGO.**

4 November 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **CY 2021 Planner with NPC Logo**.

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., 06 November 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](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 (Php 56,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	pcs	180	<b>A. TECHNICAL SPECIFICATIONS</b>  1. 12-month weekly Planner (January-December 2021) 2. 6.75" x 7.75" including binding 3. Hard cover with matte finish 4. Debossed NPC logo in the front cover 5. Laminated tabs for each month 6. 120 gsm inner pages 7. 190 pages			
<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. Items must be delivered three (3) days before the activity date.
- V. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- VI. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VII. Accept send bill arrangement. Processing thereof shall be made once fully delivered, inspected and accepted.

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

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