



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**DPO ACE LEVEL 2 AVP**

28 November 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to engage service for the production of **DPO ACE Level 2 AVP**.

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., 02 December 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

 Digitally signed by  
Tana-Caguia Krishna  
Aira Angeles  
Date: 2020.11.28  
15:00:57 +08'00'

**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 800,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	lot	1	<p><i>Please refer to the attached Terms of Reference for:</i></p> <ol style="list-style-type: none"> <li>1. <i>Scope of Work</i></li> <li>2. <i>Eligibility Requirements</i></li> <li>3. <i>Legal and Technical Eligibility Requirements</i></li> <li>4. <i>Delivery Date</i></li> <li>5. <i>Schedule of Payment</i></li> </ol>			
<b>TOTAL</b>						

Instruction to bidders.

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- 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 through send bill arrangement upon issuance of the Certification of Completion and Acceptance.

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

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



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**TERMS OF REFERENCE (TOR)**

**I. Project Title:**

DPO ACE Level 2 AVP

**II. Background:**

The National Privacy Commission (NPC) is a government agency mandated to administer and implement the Data Privacy Act of 2012 (DPA), and to monitor and ensure compliance of entities that process personal data with the standards set for data protection in government and the private sector. One of the mandates of NPC is to undertake necessary or appropriate efforts to encourage and assist Personal Information Controllers in achieving substantial compliance with the DPA. In this connection, the Commission initiated the PHIL-DPO Development Program to capacitate and assist the registered Data Protection Officers (DPOs) of Personal Information Controllers in their journey towards compliance with the requirements of the DPA.

The PHIL-DPO Development Program is a training program that aims to educate and/or capacitate a Data Protection Officer (DPO) on steps required to implement DPA compliance in their respective organizations. The Program is divided into two (2) Levels and is conducted in a classroom setting. NPC has been providing Level 1 of the Program in various locations across the Philippines to increase the number of certified DPOs across the nation. This has raised a great demand from DPOs across different regions to participate in the Program and be certified by the NPC. Unfortunately, due to budgetary and scheduling restrictions, not all DPOs could be accommodated as participants in the scheduled events of the NPC relative to the Program.

**III. Objectives:**

The aim of this project is to produce an animated Audio-Visual Presentation (AVP) that will be used as online training material for the DPO ACE Certification Level 2 Training Program. This is intended to supplement the facilitation of the DPO ACE LEVEL 2 Training Program and enable more participants to engage in the Training Program in the transition to the new normal brought about by the COVID-19 pandemic. This project also aims to increase the number of the Certified Data Protection Officers by the NPC with a higher level of knowledge and understanding and to widen the reach of the DPO ACE Training Program beyond the confines of a classroom setting and extend its coverage nationwide through the uploading of the AVP presentations online.



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**IV. Scope of Work**

Stages of Work	Tasks	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Pre-Production	Drafting of script and storyboard	X					
	Submit draft script & storyboard for review & comments to PHIL-DPO		X				
	Submit revised script & storyboard and provide talents for voice-over		X				
Production	Animation & produce AVPs			X			
Post-Production	Present initial AVPs to PHIL-DPO for review				X		
	Present revised AVPs to PHIL-DPO for final review				X	x	
	Present final copy of AVPs to PHIL-DPO					x	
	Deliver soft copy of AVPs (MP4 format) in external hard drive.						x

The deliverables of this project are as follows:

1. Sequence Outline, English pre-production script, and storyboard per Level 2 AVP module. Each script should have a continuity portion (Intro and Outro). The continuity and body of the script must be consecutively voiced by a male and female talent; alternating per module (i.e., in Module 8, the continuity is to be voiced by a female, while the body by a male. In Module 9, the order is reversed, and so on).
2. Edited voice over file per module utilizing one (1) male and one (1) female voice talent/s.
3. Seven (7) post-produced animated AVPs, one per each module of the DPO ACE Program in MP4 format. The content of the AVPs for animation shall be provided by the members of the PHIL-DPO Development Program.
4. Each AVP should not exceed twenty-five (25) minutes.
5. All 7 animated AVPs per module should have closed captions (subtitles) accompanying the voice-over file.
6. Completed and approved AVPs per module must be stored in one (1) external hard drive in .mp4 file format.
7. All AVPs must be finished and reviewed by the Commission within six (6) months upon signing of the contract between the parties but should not go beyond 30 June 2021.



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**V. Eligibility Requirements:**

- Must be Filipino-owned, operated and a legally registered video production company under Philippine laws.
- Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS).
- Must have a minimum of 2 years commercial experience in the field of video production.
- Must be able to propose a highly unique, creative concept of presenting Level 2 of the DPO ACE Certification Training Program.
- Must have a breed of staff adept with the latest tools on video production, which includes a scriptwriter and voice over talents.
- Must have serviced a wide range of clients, with preference to those having produced online learning/instructional videos.

**VI. Legal and Technical Eligibility Requirements:**

1. Company Profile
2. List of foreign and local clientele serviced
3. DTI Business Registration/SEC Certificate
4. Mayor's Permit or License to Operate
5. BIR Registration / TIN
6. PhilGEPS Certificate
7. Sample Video Presentation (3 videos with at least 5 minutes of show time)

**VII. Delivery Date**

Within six (6) months from Work Order but shall not be beyond June 30, 2021.

**VIII. Schedule of Payment**

With the given percentage of payment upon completion of deliverables, the proposed total budget for the procurement of the DPO ACE Level 2 AVP should not exceed ₱800,000.00.

Payment shall only be made upon the issuance of an Inspection and Acceptance Certificate by the Inspection and Acceptance Committee of the Commission upon the recommendation of the end-user.



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The table below shall indicate the payment breakdown as follows:

Stages of Work	Tasks	Schedule of Payment
Pre-Production	Drafting of script and storyboard	
	Submit draft script & storyboard for review & comments to PHIL-DPO	20% - Month 2
	Submit revised script & storyboard and provide talents for voice-over	
Production	Animation & produce AVPs	
Post-Production	Present initial AVPs to PHIL-DPO for review	20% - Month 4
	Present revised AVPs to PHIL-DPO for final review	
	Present final copy of AVPs to PHIL-DPO	
	Deliver soft copy of AVPs (MP4 format) in external hard drive.	60% - Month 6

**IX. Approved Budget:**

The source of fund is the "2020 APP with APP No. 2020-0167" while the approved budget for the contract is Eight Hundred Thousand Pesos (**Php 800,000.00**) inclusive of all applicable taxes.

**X. Mode of Procurement**

The mode of procurement shall be Small Value Procurement.

**XI. Nature of Procurement**

The procurement is classified as procurement for "Goods and Services."

Prepared by:

(Sgd.)

**Atty. Vida Zora G. Bocar**  
 Project Head, PHIL-DPO