



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF NPC MASCOT (CUSTOMIZED)

17 December 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **NPC Mascot (customized)**.

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., 21 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; 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



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 120,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	lot	1	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <p>1. Specifications A. Technical B. Qualifications Requirements C. Order Fulfillment</p>			
TOTAL						

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)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
PUBLIC INFORMATION AND ASSISTANCE DIVISION

TERMS OF REFERENCE
FOR THE PROCUREMENT OF NPC MASCOT, CUSTOMIZED

I. Background

The National Privacy Commission (NPC) is tasked to inform and educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in Section 9.c of the Implementing Rules and Regulations of R.A. 10173 or the Data Privacy Act of 2012. One of the programs that the Commission implements to achieve maximum awareness is its PRIVACY, SAFETY, SECURITY, and TRUST (PSST!) campaign which is conducted online and in different regions nationwide since 2018.

The campaign aims to gather and engage with the Filipino youth by spreading awareness about data protection in different parts of the country; providing information on the risks, threats, and harms in the digital world; and promoting the culture of privacy to the society. To support effective communication to the data subjects, the mascot that will represent NPC's virtual assistant, namely Priva during events.

II. Objectives

The mascot will serve as the brand ambassador of the National Privacy Commission symbolizing the spirit of the agency. Eventually, it will become an icon that will help data subjects and stakeholders remember their roles and responsibilities in data privacy and data protection.

Procuring a mascot to promote the agency and its mandate is more economical and cost effective than hiring celebrity ambassadors during events.

The mascot will primarily be used during PSST! Campaigns which can be done online and offline. During physical events, the mascot will help capture the attention of the audience, particularly the youth. Similarly, online events can feature the mascot when presenting materials relevant to data protection of the youth. Aside from being used during PSST! Campaigns, the mascot will also be present during NPC privacy awareness advocacy roadshows, and other related events to engage stakeholders in a personal level.

III. Specifications

A. Technical

Type	Walking inflatable mascot Material: Oxford fabric
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	Full digital branding Size: Customizable Accessories: With blower, battery pack, durable storage bag and belt bag for battery
Height	5'5" to 6'
Warranty	3 months free service warranty on factory defects & normal usage Includes delivery within Metro Manila 30 days replacement for factory defect
Quantity	1 Piece, Female
<i>Please see attached layout/design for reference</i>	

B. Qualifications Requirements

- The supplier must previously have the same transaction with any government agency.
- The supplier must present mock-up or mascot samples from their previous projects.
- Must accept 'send bill' payment terms.

Order Fulfillment

Delivery address	National Privacy Commission 5th Floor, Delegation Bldg., Philippine International Convention Center, Pasay City,
Delivery Date	30 working days from issuance of Notice to Proceed/Purchase Order and must not exceed December 31, 2020
Terms	100% payment upon complete delivery, as supported by an inspection and acceptance report of the Inspection Committee and submission of complete supporting documents

IV. Approved Budget for the Contract

ABC = Php 120,000.00

Prepared by:

(Sgd)
ALEC DEL CASTILLO
Information Officer III, PIAD

Reviewed by:

(Sgd)
ROREN MARIE M. CHIN
Division Chief, PIAD

Approved by:

(Sgd)
VANDELFT RIMAS IDANAN
Head Executive Assistant

PRIVA

