



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

**ENGAGEMENT OF SERVICE FOR THE
PRINTING OF ADVOCACY MATERIALS**

08 December 2020

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **service for the printing of Advocacy Materials.**

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., 14 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

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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 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> <ol style="list-style-type: none"> 1. Technical Specifications 2. Instructions to Vendors/ Vendor's Qualifications 3. Evaluation Process 4. Payment Terms 			
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 and submit original Omnibus Sworn Statement 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 prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes monthly.

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

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



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**PROCUREMENT OF SERVICES FOR THE
PRINTING OF ADVOCACY MATERIALS**

Terms of Reference

I. BACKGROUND

The Public Information and Assistance Division (PIAD) is responsible for information management including publications, media representation, crisis communication, content development, stakeholder relations, social media management, website maintenance, and the provision of other public services in the National Privacy Commission (NPC).

As part of its function, PIAD is seeking a third party printing service to produce its advocacy materials that shall be distributed to selected NGAs, LGUs, and SUCs.

II. PURPOSE OF THE PROCUREMENT

Due to pandemic related concerns on privacy, the Commission are releasing guidelines in a form of NPC Public Health Emergency Bulletins to provide guidance to all sectors, both government and private, on how to respond and tackle issue related to privacy and COVID related initiatives.

The printing of said bulletins as advocacy materials ensures that select government and private sector will receive copies as reference and guidance accordingly.

III. TECHNICAL SPECIFICATIONS

Quantity	Specifications
500 pcs.	NPC PHE Bulletin Volume 2 Total no. of pages: more or less 50 pages Material: C2S 100-150gsm Size: A5 Printing: Offset Printing, back to back, matte finish Cover page: matte finish with lamination Ink: Full color, CMYK Binding: Perfect binding/Smythe sewn binding
Delivery of proof copy	12 calendar days after approval of contract. If the 12th day falls on a weekend or holiday, delivery must be on the next working day without penalty.
Full delivery	25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty.

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.



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V. NATURE OF PROCUREMENT

The nature of procurement will be classified as “Goods and Services.”

VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund: Maintenance and other operating expenses, NPC 2020 Annual Procurement Plan

The approved budget for the contract is one hundred twenty thousand pesos (**Php 120,000.00**) only.

VII. INSTRUCTIONS TO VENDORS/VENDORS’ QUALIFICATIONS

- The supplier must provide proof copies, subject to the approval of the end-user for production.
- The supplier must have a minimum three (3) years in operation and produced quality materials for their clients.
- The supplier must have PHILGEPS registration number, Business or Mayor’s permit, and Omnibus Sworn Statement.
- Must accept ‘send bill’ payment terms

VIII. EVALUATION PROCESS

Evaluation will be done through acceptance and inspection by the Inspection and Acceptance Team and the End-user and shall follow the specified payment terms indicated in section IX of this document.

IX. PAYMENT TERMS

Payment shall be made upon issuance of certification that the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered, which have been duly inspected and accepted.

Prepared by:

(Sgd)
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Reviewed by:

(Sgd)
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Approved by:

(Sgd)
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Head Executive Assistant