



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF TARPAULIN (PROCESS FLOW CHARTS) OF CITIZENS CHARTER**

14 December 2020

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **tarpaulin for the process flow chart of citizens' charter.**

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., 18 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; and
3. 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-  
Cagua Krishna Aira  
Angeles  
Date: 2020.12.14 22:07:42  
+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 30,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
	pieces	6	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <p>1. Requirements            2. Terms of Service</p>			
<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**

**TARPAULIN (PROCESS FLOW CHARTS) OF CITIZENS CHARTER**

**I. Background**

The procurement of this is in compliance to Par. 6.9.1 and 6.3.1.2 of ARTA M.C. No. 2019-002 , which requires that Citizens Charter specifically external services shall be posted through information billboards.

The National Privacy Commission has a total of **six (6) frontline/external services** which will all be posted

at the main entrances or lobby of the office of the Commission.

**II. Technical Requirements:**

- **1 tarpaulin for each frontline/external service**
- **The content must follow the lay-out provided by the NPC**
- The tarpaulin should be **printed in colored format and must be readable**
- The tarpaulin should **include a stand** that must be:
  - roll up and can stand alone
  - Size 2ftx5.25ft/60cmx160cm
  - Durable and easy to assemble
  - Lightweight and good for either indoor and outdoor display

**III. Terms of Service**

- Send-bill arrangement and final product must be subject for inspection and acceptance of the end-user.
- All payments shall be subject to existing accounting and auditing rules applicable to NPC.
- Delivery of the final product must be within 15 days upon approval of the final lay out.

**IV. Total Estimated Budget:**

- **Php 30,000.00**

**V. Mode of Procurement:**

- **Small Value Procurement**

**VI. NPC APP FY 2020 Code: 2020-0165**

# ALUMINUM ROLL UP BANNER STAND

