



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION
CULMINATING ACTIVITY SEMINAR ON SOGIE LAW: POLO TSHIRTS AND CAPS

2 March 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure services for CULMINATING ACTIVITY SEMINAR ON SOGIE LAW: POLO TSHIRTS AND CAPS.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **4:00 P.M., 5 March 2021**.

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 with applicable attachments¹; 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, Pasay City

Attention to: ATTY. ANNA BENJIELINE R. PUZON
BAC Secretariat Head

ATTY. ANNA BENJIELINE R. PUZON
BAC Secretariat Head
National Privacy Commission
(02) 8234-2228 loc. 127

¹ **NOTE:** Please use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>) and that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please ensure submission of the necessary attachments:

1. **If sole proprietorship:** duly notarized Special Power of Attorney (for authorized representative)
2. **If partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement and its attachment must specifically state the name of this procurement.



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TECHNICAL SPECIFICATION

| Quantity | Unit | Description/Specifications | Approved Budget of the Contract (Php 120,000.00) | | Compliance (Manifest your compliance by writing "COMPLY" in every item) |
|--------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------|----------------------------------------------------------------------------|
| | | | Unit Price | Total | |
| 1 | lot | <p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Delivery 3. Other terms indicated in the RFQ | | | |
| 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.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, unless a different delivery term is provided in the Technical Specifications.

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

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



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TERMS OF REFERENCE

2021 National Women’s Month
Culminating Activity Seminar on SOGIE Law:
Polo Shirts and Caps

I. Background

In observance of the 2021 Women’s Month Celebration and in accordance with GAD’s main objective of establishing gender equality and equity among men and women in the country, a series of GAD related activities will be conducted by the National Privacy Commission for the whole month of March 11, 2021.

The National Women’s Month Celebration (NWMC) is celebrated annually every March as part of a worldwide observance of the International Women’s Day.

According to the Philippine Commission on Women, year 2021 is a turning point in advancing equality and women’s empowerment (GEWE) in the Philippines. Under the banner theme, “We Make Change Work for Women”, the 2021 NWMC shall celebrate and take stock of the progress made to advance GEWE in the country.

The FY 2021 Women’s Month Celebration aimed at addressing the following objectives:

- Inform officials and employees of NPC programs and services – to promote citizen-centric governance and make “change” a conscious effort to know and understand GAD as it relates to the various aspects of the NPC’s operations, procedures, and activities.
- Create and facilitate platforms to discuss good practices, gaps, challenges and commitments in pursuing gender and development (GAD) – to strengthen implementation of the Magna Carta of Women
- Inspire and empower women and girls to be agents of change – to contribute in promoting gender equality and the empowerment of all women

Relative thereto, the NPC GAD TWG-FPS will conduct the following activities, consistent with the NPC GAD FY 2021 Plans and Programs:

| Date | Activity | Description |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 March 2021 9:00 Am to 12:00 Noon | Kick-off Activity <ul style="list-style-type: none"> • Seminar on use of Gender Neutral Language | <i>NPC Paints the town purple</i> <i>This activity shall address numerous Gender issues arising in the digital era and its impact on women, men and individuals of diverse sexual orientations, gender identities, gender expressions and sex characteristics. A Gender and Development advocate will be invited as resource speaker.</i> |

5/F Delegation Building, Philippine International Convention Center, Pasay City
URL: <http://privacy.gov.ph> Email Add: info@privacy.gov.ph



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| | | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • Orientation on Privacy: A Fundamental Human Right | <i>This activity will outline the constitutional and legal conditions of privacy protection, and summarizes important issues and events relating to privacy and surveillance.</i> |
| 29 March 2021 9:00 Am to 12:00 Noon | <p>Culminating Activity</p> <ul style="list-style-type: none"> • Seminar on SOGIE Law • #JuanabeMe : Inspirational quotes from NPC Women | <p><i>This activity will discuss the rationale and recommendations for upholding the basic human rights of persons with diverse sexual orientation, gender identity and expression. A Gender and Development advocates will be invited as resource speakers.</i></p> <p><i>This activity recognizes exemplary employees, divisions and/or offices that espouse Gender and Development Activities in their development plans and projects</i></p> |
| 01-31 March 2021 | <ul style="list-style-type: none"> • #MyDay : Rest day for NPC women | <p><i>This activity will grant an optional one (1) day off to all NPC women personnel for the whole month of March. GADFPS-TWG recognizes the importance of taking care of oneself to improve work productivity, especially among women employees. This special privilege allowed women employees of the NPC to spend much-needed time for themselves.</i></p> |

In relation to this celebration, the following advocacy tokens will be procured:

II. Technical Requirements

Polo shirts
 No. of Pieces: 185 pieces
 Color: Two-tone (Purple and White)
 Texture Type: Cotton
 Print Size: 9.5 inches x 9.5 inches
 Sizes: (to follow)





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NWMC BUCKET CAPS

No. of Pieces: 185 pieces
Material: Canvas
Color: Reversible (Purple & White)
Size: Head Circumference (56-58 cm)
Logo size 2 x 4 inches
Logo color white



- The delivery should be at the office of the National Privacy Commission, 5/F Philippine International Convention Center, Pasay City **on or before 31 March 2021.**

III. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract (ABC) is ONE HUNDRED TWENTY THOUSAND PESOS ONLY (Php. 120,000.00) inclusive of all applicable government taxes and other charges.

IV. Funding Source

This activity is included under FY2021 GAD PPMP

V. Mode of Procurement

The mode of procurement shall be Small Value procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

VI. Nature of Procurement

Procurement of goods



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VII. Payment

- Official billing statement and certification of satisfactory service from end user will be required of the service provider before payment is processed – Send bill basis;
- Company must be an accredited member of PhilGEPS

Prepared by:

(Sgd.)
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*Secretariat, Technical Working Group
NPC GAD Focal Point System*

In coordination with:

(Sgd.)
SUSANA O. ABADA
*Member, Technical Working Group
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Approved by:

MARIA DELIA S. PRESQUITO
*Chief, Administrative and Services Division and
Chairperson, GADFPS-TWG*