



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

**REQUEST FOR QUOTATION
TECHNICAL CONSULTANT- WRITER**

24 March 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure TECHNICAL CONSULTANT- WRITER.

As such, providers or suppliers of known qualifications are hereby invited to submit their signed quotations/price proposals not later than **9:00 A.M., 30 March 2021**.

The service providers/suppliers must also submit the following requirements:

1. BIR Certificate of Registration in lieu of Mayor's Permit;
2. Professional License/Curriculum Vitae;
3. PhilGEPS Registration Number;
4. Signed manifestation of compliance to the attached technical specification

As skeletal workforce is being enforced at the moment due to the pandemic, please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph.

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



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TECHNICAL SPECIFICATION

| Quantity | Unit | Description/Specifications | Approved Budget of the Contract (Php 300,000.00) | | 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> <p>Technical Consultant- Writer</p> <p>Qualification requirements</p> | 50,000.00 monthly rate x 6 months contract | 300,000.00 | |
| TOTAL | | | 300,000.00 | | |

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- III. Present the original requirements upon the scheduled signing of Notice of Award for inspection.
- IV. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- V. Payment shall be processed monthly upon submission of accomplishment report by the Technical Consultant and acceptance of output by the Office of the Privacy Commissioner (OPC).

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

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



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TERMS OF REFERENCE

**HIRING OF A TECHNICAL CONSULTANT
FOR THE OFFICE OF THE PRIVACY COMMISSIONER**

I. Background

Section 9, Rule III of the Implementing Rules and Regulations (IRR) of the Data Privacy Act of 2012 mandates the National Privacy Commission (NPC) to undertake necessary or appropriate efforts to inform and educate the public of data privacy, data protection, and fair information rights and responsibilities by undertaking, among other things, publishing, on a regular basis, a guide to all laws relating to data protection. Pursuant to this, the NPC shall continue to create and publish articles in 2021 in the DPO Journal, an online newsletter for Data Protection Officers (DPOs). The DPO Journal is a monthly publication and shall serve as the repository for much-needed sector-specific articles, and related information on data privacy for the education of all the stakeholders of the NPC as well as those in the global privacy community.

The NPC has identified twenty-one (21) sectors (Government, Banks, Education, Health & Hospitals, Retail & Manufacturing, Manning, Transportation & Logistics, Real Estate, Tourism, Hotels, Health Maintenance Organization, Security, Information Society Services, Telecommunication/ISPs, Business Process Outsourcing, Social Media & Media, Life Insurance, Non-Life Insurance, Pharmaceutical, Non-Bank Financial Institutions, and Utilities). Each sector is handled by a designated NPC Policy Advisor, who is responsible in drafting policies for inclusion in the monthly DPO Journal.

There is thus a need to hire a Technical Consultant who is knowledgeable in the nuances of editing pieces for the business community and the general public and who can facilitate the publication of consistently informative and concise articles in the DPO Journal. The consultant must also help train concerned NPC staff in writing and business communications, and enable the entire Commission to come up with a publishing process adaptable to all communications outputs of its various divisions. The Technical Consultant will also conduct training and workshops on information communication dissemination, which is vital in strengthening the capability of NPC personnel in crafting communications and reports for the monthly journal.

In addition, the consultant may observe NPC events as these are sources of good topics for communications releases. These events include Compliance, Accountability, Audit and Trends (CAAT) conferences, Strategic Planning Workshops, Privacy Awareness Week, Global Privacy Forum, DPO summits, media launches, and inter-agency privacy-related conferences and seminars. The consultant can cover these events and help come up with newsworthy articles.



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II. Specifications

A. Job Description

- Provide feedback to the Privacy Commissioner on the article submitted by Policy Advisors and by other contributors to the DPO Journal to help improve stakeholder engagement.
- Assess existing communication processes and initiatives and recommend to the OPC inputs for planning, coordination and facilitation of communication initiatives relating to the following sectors:
 - (i) Government
 - (ii) Banks
 - (iii) Education
 - (iv) Health & Hospitals
 - (v) Retail & Manufacturing
 - (vi) Manning
 - (vii) Transportation & Logistics
 - (viii) Real Estate
 - (ix) Tourism
 - (x) Hotels
 - (xi) Health Maintenance Organization
 - (xii) Security
 - (xiii) Information Society Services
- Submit suggested content revisions subject to the approval and upon the request of the OPC;
- Recommend, submit and organize topics for write-ups as advised by the Privacy Commissioner;
- Advise on the conduct of activities to build professional and mutually beneficial relationships with media gatekeepers and reporters in relevant local and international broadcast, print and online media organizations to secure strategic media coverage for various NPC divisions needing such assistance;
- Submit data analysis of DPO readership habits, extent of reach, and guidance on how to improve reader count;
- Report physically to the NPC office at least twice a week for updates, brainstorming, providing feedback, and the like;
- Attend NPC events for improvement inputs pertaining to media concerns, such as but not limited to, CAAT Conference, Strategic Planning Workshops, Privacy Awareness Week, Global Privacy Forum, DPO Summits, media launches, inter-agency privacy-related conferences and seminars, among others to cover the events and come up with newsworthy articles;
- Submit a Monthly Accomplishment Report; and



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- Perform other functions as deemed by the OPC.

B. Qualification Requirements

The consultant must have the following:

- Certificate of BIR Registration in lieu of Mayor’s Permit;
- Professional License/Curriculum Vitae (Consulting Services);
- Registration with PhilGEPS;
- Expert understanding of broadsheet publication process;
- Excellent public speaking skills shown through extensive experience in public speaking engagements;
- Expert reading comprehension and language proficiency level;
- Proven experience in conducting writing workshops;
- Related educational background in research, creative writing and/or journalism;
- Minimum ten (10) years’ experience in journalism/writing;
- Data privacy education from a reputable university or certification from the NPC;
- Validated collaboration research experience;
- Strong compulsion for and rapid capacity in assimilating novel ideas, especially data privacy concepts; and
- Aptitude for creating quick guides from elaborate procedures and protocols to technical requirements.

III. Approved Budget for the Contract

The approved Budget for the Contract (ABC) is Five Hundred Fifty Thousand Pesos (P550,000.00) for eleven (11) months duration of contract. First contract is for six (6) months, to commence from date of issuance of Notice of Award (NOA) and shall be renewable upon evaluation of performance and output of the Office of the Privacy Commissioner (OPC).

The ABC is based on the study made by the OPC on the prevailing average monthly salary of senior technical writers. Canvassing were made and the asking salary of senior technical consultants (writers) were averaged to arrive at the ABC.

| Technical Consultant (Writer) | Asking Salary |
|-------------------------------|-------------------|
| A | P60,000.00 |
| B | P45,000.00 |
| C | P45,000.00 |
| <i>Average</i> | <i>P50,000.00</i> |



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IV. Schedule of Payments

Payment shall be made monthly for Fifty Thousand Pesos (P50,000.00) for 6 months contract upon submission of accomplishment report by the Technical Consultant and acceptance of output by the Office of the Privacy Commissioner (OPC).

Prepared by:

[Sgd.]
DANETTE Z. RICO
Executive Assistant III

Approved by:

[Sgd.]
VANDELFT R. IDANAN
Head Executive Assistant