



Republic of the Philippines
Department of Information and Communications Technology
NATIONAL PRIVACY COMMISSION

**REQUEST FOR QUOTATION
ECOBAGS, CUSTOMIZED**

26 April 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **ECOBAGS, CUSTOMIZED**.

As such, providers or suppliers of known qualifications are hereby invited to submit their signed quotations/price proposals not later than **4:00 P.M., 30 April 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 located¹;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments²; and
4. Manifestation of compliance³ to the attached technical specification signed by your authorized representative.

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

¹ If latest Mayor's Permit is expired, kindly submit as well the Official Receipt of renewal application pursuant to GPPB Resolution N0. 09-2020.

² **NOTE:** Please use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>) and note that the "Jurat" of the sworn statement should contain 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 designating the entity's authorized representative.

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

³ Please refer to page 2 of this Request for Quotation.



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TECHNICAL SPECIFICATION

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 100,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	job	<i>NOTE: Please refer to the attached Terms of Reference for the following:</i> ECOBAGS, CUSTOMIZED (1,000 PIECES) Technical specifications Order fulfillment Vendor's qualifications Payment terms	100,000.00 (see attached Terms of Reference)		
TOTAL			100,000.00		

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 in accordance to the attached Terms of Reference.

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

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



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TERMS OF REFERENCE
FOR THE PROCUREMENT OF ECO BAGS, CUSTOMIZED

I. BACKGROUND

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection, and fair information rights and responsibilities as stated in the Section 9.c of the Implementing Rules and Regulations of the DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. To fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects.

Part of these are two major communication campaigns: the Privacy, Safety, Security, and Trust Online (PSST!) and the Kabataang Digital (KD). It is essential that in celebrating these events, custom merchandise be available to engage more with audience, organizers, and staff to help them showcase their support, and have them serve as commemorative items.

In this regard, the division proposes to procure customized eco bags to be distributed to various participating schools and organizations throughout the campaigns.

II. PURPOSE OF THE PROCUREMENT

Canvass tote bags are part of the PSST! and KD communication campaigns' custom merchandise which have served as necessary addition to the promotion of both campaigns.

These bags will help support the conduct of the campaigns through:

- event marketing as people using them become “walking billboards” that contribute to PSST! and KD publicity
- cost-effective promotion whose benefits extend longer than most traditional marketing techniques

III. SPECIFICATIONS



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A. Technical

Eco bags customized	Quantity: 1000 pcs Material: 100% natural 6oz cotton fiber with velco Printing: Full color Dimensions (in inches): 14.125(H) x 12.875(W) x 2.25 Gusset Handle: 19 inches Imprint area: 8x8 inches
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B. Order Fulfillment

Address	National Privacy Commission 5 th Floor, Delegation Building, PICC Complex Pasay City
Submission of sample	May 30, 2021
Full Delivery	August 2, 2021

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

This shall follow the procurement guidelines under “Goods and Services”.

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

The source of funds is the Annual Procurement Plan FY 2021 with Item No. 2021-0123.

The approved budget for the contract is one hundred thousand pesos (P100,000.00) only.

VII. INSTRUCTIONS TO VENDORS/VENDORS’ QUALIFICATIONS

- Supplier must previously have a similar transaction with any government agency



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- Supplier must be PHILGEPS registered, BIR registered, or provide Business or Mayor's permit, Omnibus Sworn Statement, and other related documents required by BAC Secretariat
- Supplier must have a minimum of three (3) years in operation and produced quality materials for their clients
- Must accept "send bill" payment terms
- Supplier must provide two (2) proof copies/sample pieces subject to the approval of end-user (NPC) before production

VIII. EVALUATION OF GOODS/SERVICES DELIVERED

The evaluation of the service will be done through End-User acceptance and shall follow the specified payment terms indicated in Section IX of this document.

IX. PAYMENT TERMS

Payment shall be made upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee upon verification 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:

Reviewed by:

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