



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

**REQUEST FOR QUOTATION
JACKET, CUSTOMIZED**

26 April 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **JACKET, 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.



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

TECHNICAL SPECIFICATION

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 325,000.00)		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> JACKET, CUSTOMIZED (300 PIECES) Technical specifications Order fulfillment Vendor's qualifications	325,000.00 (see attached Terms of Reference)		
TOTAL			325,000.00		

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)



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

TERMS OF REFERENCE
FOR THE PROCUREMENT OF PRIVACY AWARENESS WEEK JACKET, CUSTOMIZED

I. BACKGROUND

In 2018, Philippine President Rodrigo Duterte issued Proclamation No. 527 declaring every last week of May as the National Data Privacy Awareness Week. This is in recognition of the “need to inform and educate the public about data privacy, data protection and fair information rights and responsibilities as part of reinforcing the efforts of the National Privacy Commission (NPC) in protecting personal data and ensuring the country’s compliance with international standards set for data protection.”

The country’s observance of the Privacy Awareness Week or PAW is also aligned with the annual effort to draw public attention towards privacy issues and the importance of protecting personal information across member countries of the Asia Pacific Privacy Authorities (APPA). This year, the Philippines will officially celebrate PAW in solidarity with other APPA members and other privacy adherents all over the world.

For 2021, the NPC will once again organize its flagship event – the National Data Privacy Conference – to celebrate PAW. Gathering data protection officers (DPOs) and data privacy professionals and advocates, the conference will be a venue to discuss industry-specific issues and capacitate stakeholders with the necessary skills and knowledge.

Organizations processing personal data are also expected to get into the PAW festivities in their own way, and celebrate data subject empowerment all week long with special treats for their customers, members, and employees.

II. OBJECTIVE

The PAW 2021 celebration aims to:

- promote and raise awareness of privacy issues and the importance of protecting personal information among personal information controllers, personal information processors, and data subjects;
- develop the capability and competence of DPOs towards global standards; and
- deepen the engagement with data subjects.

Consistent with PAW’s objectives mentioned above, the NPC, through its Public Information and Assistance Division (PIAD), aims to procure a customized jacket for the organizers and attendees of PAW 2021.

Providing a customized jacket is a way to solidify the connection between attendees and the NPC as PAW 2021 organizers. A customized jacket allows attendees to support PAW and is also a marketing strategy. As long as attendees wear the customized jacket on different occasions, PAW will get recognition and exposure.



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

III. SPECIFICATIONS

A. Technical

Material	Polyester; water and wind resistant
Style	Corporate/bomber/reversible windbreaker/parka jacket
Color	<i>See color hex indicated in the design</i>
Quantity	300 pcs.
	Breakdown:
	Extra Small - 25 pcs.
	Small - 50 pcs.
	Medium - 100 pcs.
	Large - 100 pcs.
	Extra Large - 25 pcs.
	<i>*Still subject to change upon submission of sample sizes</i>
	<ul style="list-style-type: none"> • Front long sturdy zipper pull with at least 1.5 inch of thick string/fabric attached to it • With pockets; casual loose fit
	<ul style="list-style-type: none"> • Embroidery logo embedded in the jacket on both sides (front and back; inner and outer)
	283 pcs. - with PAW 2021 (in front) and National Privacy Commission (NPC) embroideries
	17 pcs. - with PAW 2021 (in front) and NPC - Public Information and Assistance Division (PIAD) (back) embroideries (sizes will be provided after the submission of the samples)
	<i>Please see attached layout/design for reference.</i>

B. Order Fulfillment

Address	National Privacy Commission 5 th Floor, Delegation Building, Philippine Convention Center, Pasay City
Submission of Sample	April 16, 2021
Full Delivery	May 20, 2021



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

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Classified as "Goods and Services," the service/goods shall assist PIAD in the conduct of PAW 2021.

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

The source of fund is the "Annual Procurement Plan FY 2021 with Item No. 2021-0117," while the approved budget for the contract is three hundred twenty-five thousand pesos (**Php 325,000.00**) 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 of three (3) years in operation and produced quality materials for their clients.
- The supplier must have PHILGEPS registration, Business or Mayor's Permit, and Omnibus Sworn Statement.
- Must accept "send bill" payment terms.

VIII. EVALUATION OF GOODS/SERVICES DELIVERED

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 a certificate of full completion and acceptance.

Prepared by:

Reviewed by:

(sgd)

MA. ELENA P. ESPEJO
Advertising Officer II, PIAD

(Sgd)

ROREN MARIE M. CHIN
Chief, PIAD



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





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

DESIGN 2 WITH PIAD LOGO



BOMBER JACKET

COLOR HEX CODE



MATERIAL/ SPECS

- SHELL: 100% Flight Nylon
- LINING: 100% Nylon
- FILL: 100% Polyester
- Zipper closure
- Interior chest pocket
- Red "PRIVACY AWARENESS WEEK" flag
- Sleeve shirring
- Two lower flap pockets
- Two interior welt pockets
- Knit rib collar, cuffs and waistband

SIZES (inches)	XXS	XS	S	M	L	XL	2XL	3XL	4XL	5XL	MT	LT	XLT	2XLT
CHEST	29-31	32-34	35-38	38-40	42-44	46-48	50-52	54-56	58-60	62-64	38-40	42-44	46-48	50-52
WAIST	26-28	28-30	30-32	33-35	36-38	40-42	44-46	48-50	52-54	56-58	33-35	36-38	40-42	44-46
HIP	29-31	32-34	35-38	38-40	42-44	46-48	50-52	54-56	58-60	62-64	38-40	42-44	46-48	50-52
SLEEVE	30-31	31-32	32-33	33-34	34-35	35-36	36-37	37-38	38-39	39-40	34-35	35-36	36-37	37-38

SIZES (centimeters)	XXS	XS	S	M	L	XL	2XL	3XL	4XL	5XL	MT	LT	XLT	2XLT
CHEST	74-79	81-86	89-96.5	96.5-102	107-112	117-122	127-132	137-142	147-152	157-162.5	96.5-102	107-112	117-122	127-132
WAIST	66-71	71-76	76-81	84-89	91-96.5	102-107	112-117	122-127	132-137	142-147	84-89	91-96.5	102-107	112-117
HIP	74-79	81-86	89-96.5	96.5-102	107-112	117-122	127-132	137-142	147-152	157-162.5	96.5-102	107-112	117-122	127-132
SLEEVE	76-79	79-81	81-84	84-86	86-89	89-91	91-94	94-96	96-99	99-102	86-89	89-91	91-94	94-96