



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

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION
PAW 2021 AWARDS(TOKENS/PLAQUE)**

26 April 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PAW 2021 AWARDS(TOKENS/PLAQUE)**.

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 200,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
1	job	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <p>PAW 2021 AWARDS(TOKENS/PLAQUE)</p> <p>Technical specifications</p> <p>Date of delivery</p> <p>Vendor's qualifications</p> <p>Payment terms</p>	200,000.00 (see technical specifications in the attached Terms of Reference)		
TOTAL				200,000.00	

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
PAW2021 AWARDS (TOKENS / PLAQUES)**

I. BACKGROUND

Pursuant to Proclamation No. 527 dated 03 July 2018, the National Privacy Commission will be conducting the 4th Privacy Awareness Week (PAW 2021) on 24 - 28 May 2021. The PAW 2021 one of the commission's initiatives in raising awareness among our Filipinos and the Global Audience on the country's current data privacy practices and development.

In this regard, the PAW 2021 will be having an Awards Selection committee to aid in conducting competence related activities. The Awards Selection Committee is the award giving and competence development body of the Privacy Awareness Week 2021 through creating programs applicable to the said event in recognizing Filipino individuals and Filipino organizations who has excelled in the field of Data Privacy and Data Protection. The said committee will be having (1) Awards Nomination to conduct nominations and criteria reviews for Privacy Awards or Titles and (2) Privacy Competence Development Committee to conduct competitions and criteria assessment on skills applied and correlated to Data Privacy and Data Protection.

Moreover, the Commission shall ensure that this Event shall be a gender equitable and inclusive event. Notes on inclusive language and methods to emphasize the diversity of voices present shall be applied.

II. OBJECTIVES OF THE PROCUREMENT

In support of the mandate of the Commission, this procurement's main objective is to be a tool to promote preemptive privacy practices from organizations. This will serve as tokens of excellence in their efforts in implementing data protection among individuals.

This will serve as motivation to different entities to participate in the programs and initiatives of the NPC as an element in nation-building through data protection. Through these small gifts of appreciation from the Commission, they will be reminded of the work they have put to provide the public the service for their privacy

The objectives of the PAW 2021 Award are as follows:

Establishes criteria for nomination materials

1. Distinguishes individuals and organizations who have excelled in data privacy and data protection related program or activities
2. Evaluates nominations for the awards and presents the accepted nominations to the Chairperson for final selection of the awardees



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3. Provides recognition to the recipients of the awards;

III. TECHNICAL SPECIFICATION

Awards specification:

	AWARD	WINNERS	SHORTLISTED
1	Privacy Leadership Award	3	5
2	Data Protection Office of the Year Award	3	5
3	Outstanding Organization for Privacy Practices (Private Sector)	3	5
4	Outstanding Organization for Privacy Practices (Public Sector)	3	5
5	Outstanding Privacy Advocate Award	3	5
	Total Plaques		40

Plaque Specification:

	Individual	Organization
Winners	<ul style="list-style-type: none"> - Elegant Wood Plaque with Brass or Glass - plate - Engraved Names of Winners and Award Details - Design Customized for individual Awards - Portrait A4 Size (8 x 11 inches) - Wooden Box Case 	<ul style="list-style-type: none"> - Elegant Wall Wood Plaque with Brass or Glass - plate - Engraved Names of Winners and Award Details - Design Customized for Organizational Awards - Portrait A3 Size (11 x 16 inches)
Shortlisted	<ul style="list-style-type: none"> - Elegant Wood Plaque with Brass or Glass plate - Engraved Names and Award Details - Design Customized for individual Awards - Portrait A5 Size (5 x 8 inches) 	<ul style="list-style-type: none"> - Elegant Wall Wood Plaque with Brass or Glass plate - Engraved Names and Award Details - Design Customized for Organizational Awards - Portrait A4 Size (8 x 11 inches)

The Name of Winners and Award Details will be submitted by NPC to the suppliers not later than 17 May 2021.

Delivery shall be made not later than 21 May 2021.

IV. MODE OF PROCUREMENT

Small-value Procurement will be the mode of procurement for this service.

V. NATURE OF PROCUREMENT

Classified under "goods and services," this procurement shall assist PIAD in mobilizing best privacy practices across sectors. It will be a tool of raising public awareness and education on responsibilities of entities in data protection.

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

The approved budget for the contract is two hundred thousand pesos (P200,000.00) only.



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It will be sourced through available funds in the Annual Procurement Plan FY 2021 with Item No. 2021-0118.

VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

- Supplier must previously have a similar transaction with any government agency
- Must accept "send bill" payment terms
- Supplier must be PHILGEPs registered, BIR registered, or provide Mayor's permit, and other related documents required by BAC Secretariat

VIII. EVALUATION PROCESS

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 certification 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:

Espejo Ma
Elena
(Sgd) Palacio
Digitally signed by Espejo Ma Elena Palacio
Date: 2021.04.08 13:05:54 +08:00
MA. ELENA P. ESPEJO
Advertising Officer II (Copywriter), PIAD

Reviewed by:

Chin
Digitally signed by Chin Marie M. Chin
Date: 2021.04.08 13:05:54 +08:00
ROREN MARIE M. CHIN
Chief, BAC

Approved by:

(Sgd)
VANDELFT R. IDANAN
Head Executive Assistant