



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

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION
PROFESSIONAL SERVICES- (HIGHLY TECHNICAL CONSULTANT FOR THE
CONDUCT OF SEMINAR WORKSHOP)**

29 April 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PROFESSIONAL SERVICES- (HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR WORKSHOP)**.

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 MAY 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 compliance¹ 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

¹ Refer to page 2 of this Request for Quotation.



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TECHNICAL SPECIFICATION

Quantity	Unit	Description/Specifications	Approved Budget of the Contract		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
			Php 1,925,000.00		
1	job	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <p>PROFESSIONAL SERVICES-(HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR WORKSHOP).</p> <p>Scope of work</p> <p>Duration</p> <p>Qualifications of the consultant</p>		1,925,000.00	
TOTAL				1,925,000.00	

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 requirements 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. Please indicate in the quotation and all other relevant documents the registered name (not trade name) of the publication.

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

BY: _____



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(Name/Position/Signature of Representative/Date)

TERMS OF REFERENCE

**CONSULTANCY SERVICES: ENGAGEMENT OF PROFESSIONAL SERVICES
(HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR-
WORKSHOPS) ON INSTALLATION OF QUALITY MANAGEMENT SYSTEM (QMS)
CERTIFIABLE TO ISO 9001:2015**

I. INTRODUCTION

The National Privacy Commission (“NPC” or the “Commission”) is an independent body mandated to administer and implement the Data Privacy Act of 2012 (DPA), and to monitor and ensure compliance of the country with international standards set for data protection.

In compliance to the Executive Order (EO) NO. 605, Institutionalizing Structure, Mechanisms and Standards to Implement the Government Quality Management Program Amending for the Purpose Administrative Order No. 161, s. 2006, NPC started its QMS Journey last December 2019. With the assistance of a Highly Technical Consultant, whom the NPC engaged for the purpose through Bids and Awards Committee Resolution No. 167 series of 2019 and Notice of Awards signed by the Head of the Procuring Entity, the NPC finished modules 1 to 9 and was able to produce several outputs required by the ISO 9001:2015 standards, including the Operations Manuals for declared processes.

QMS refers to the organizational structure, responsibilities, procedures, processes and resources needed to implement quality management. A QMS certification is one of the requirements in the granting of Performance Based Bonus.

Initially, the QMS training workshops was scheduled from December 2019 up to June 2020. Due to the COVID-19 Pandemic, the conduct of activities was not all completed and stop in March 2020 due to Proclamation No. 929, “Declaring a State of Calamity Throughout the Philippines due to Corona Virus Disease 2019”.

Targeting its certification in August 2021 in time for the NPC Anniversary, the organization decided to resume the preparation for the installation of its QMS certifiable to ISO 9001:2015 with the additional covering Modules 10 to 18, wherein an in-depth discussion of the standard’s requirements will be done, and the required evidences will be produced during these sessions. The implementation of the said modules will be done through the engagement of the same Consultant earlier engaged by NPC to lead and facilitate the implementation of QMS modules 1-9.

The implementation of QMS modules 1 – 9 was already done. Pursuant to Section 53.7 of the Revised IRR of RA 9184, the term of the individual consultant shall, at most, be on a six-month basis, renewable at the option of the appointing Head of the Procuring Entity (HoPE), but in no case shall exceed the term of the latter.



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The NPC Management identified the need to finish the remaining modules 10 to 18 as the subjects and topics therein are crucial to the learning and development of the NPC staff in their journey towards a QMS-certified agency. Also, considering that the implementation of QMS in NPC is just at its starting point, there is a continuing need for the services of Consultant to provide technical advice and assist in the implementation of QMS plan and in developing policies to support for its continual improvement. Further, the QMS topics is highly technical in nature and such expertise is not present in NPC staff.

Thus, the NPC desires to engage the expertise of the same Highly Technical Consultant to continue the necessary trainings and workshops to equip the NPC Officials, employees, Quality Management Representative (QMR), and Quality Management Team (QMT) in the implementation of QMS prior to the certification of the accredited ISO Certifying Body, the conduct of the process quality review, management review, the certification audit, and sustain NPC's QMS implementation.

II. SCOPE OF WORK

The Consultant is expected to:

A. Deliver services with the following activities:

1. Module 10: QMS Implementation
 - Quality Management Representative
 - Internal Quality Audit (Remote/Virtual Audit)
 - Documented Information Standards (Digitalization)
 - Workplace Standards
2. Module 11: QMS Implementation
3. Module 12: Process Management
4. Module 13: QMS Assessment - (Simulation Audits)
5. Module 14: Stage 1 Audit Preparation
6. Module 15: Conduct of Stage 1 Audit
7. Module 16: Conduct of Stage 2 Audit
8. Module 17: Sustaining the QMS Implementation I
9. Module: 18: Sustaining the QMS Implementation II

B. Conduct trainings with lectures, coaching sessions and workshops in April to December 2021 through combination of face to face and online platform meeting.

III. PARTICIPANTS

The trainings and workshops will be attended by at least (fifty) 50 NPC personnel and officials, consistent with the NPC Office Order issued for the purpose.

IV. DURATION

The term of the Consultant shall not go beyond 31 December 2021 from signing of the contract.



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V. QUALIFICATIONS OF THE CONSULTANT

The Consultant must have:

- a. Has at least ten (10) years of experience working with any government agency in the implementation of nationwide Continuous Improvement (CI) Program
- b. Has assisted at least ten (10) any government agency in its certification for ISO 9001:2015 Quality Management System
- c. With expertise in government operational system in at least three levels of governance (Central, Regional, District/Division Offices)
- d. With expertise in information system and security technologies

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is One Million Nine Hundred Twenty-Five Thousand Pesos (Php 1,925,000.00), and shall be inclusive of all taxes, duties, fees, levies and other charges imposed under applicable laws, as included in the NPC-approved Annual Procurement Plan for CY 2021.

VII. SCHEDULE OF PAYMENTS

The Payment will be through progress billing in accordance with the schedule stated below. Payment shall be made upon submission of Accomplishment Report per training module and Acceptance of Final Outputs by the QMR at the end of each module, and the approval by the HoPE as follows:

Deliverables	Schedule of Payment	Amount (Php)
Module 10: QMS Implementation	April 2021	175, 000.00
Module 11: QMS Implementation		175, 000.00
Module 12: Process Management	May 2021	175, 000.00
Module 13: QMS Assessment - (Simulation Audits)		175, 000.00
Module 14: Stage 1 Audit Preparation	June 2021	175, 000.00
Module 15: Conduct of Stage 1 Audit		175, 000.00
Module 16: Conduct of Stage 2 Audit	July 2021	175, 000.00
Module 17: Sustaining the QMS Implementation I	September 2021	350, 000.00
Module 18: Sustaining the QMS Implementation II	December 2021	350, 000.00
Total		1,925, 000.00



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VIII. SELECTION PROCESS

The engagement of the services of the Consultant shall be subject to the provisions of RA 9184 (The Government Procurement Law) and its 2016 Implementing Rules and Regulations and pertinent issuance/s.

IX. MODE OF PROCUREMENT

The procurement modality is Negotiated Procurement through the engagement of High Technical Consultant.

Prepared by:

Sgd.
MARIA DELIA S. PRESQUITO
Chief, Administrative Services Division/
Deputy Quality Management Representative

Approved by:

Patula Maria
Theresita Elnar
Digitally signed by Patula Maria
Theresita Elnar
Date: 2021.04.28 10:32:57
+08'00'
ATTY. MARIA THERESITA E. PATULA
Director IV, Legal and Enforcement Office /
Quality Management Representative