



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

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF DAILY NEWSPAPER**

10 May 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure services for **SUPPLY AND DELIVERY OF DAILY NEWSPAPER**.

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., 14 May 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

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 attached herein 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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NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE

TECHNICAL SPECIFICATION

Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php 60,000.00)		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>Supply and Delivery of Daily Newspaper</p> <ol style="list-style-type: none"> 1. Scope of Services 2. Minimum Requirements 3. Duration of Engagement 4. Terms of Payment 	60,000.00	60,000.00	
TOTAL			60,000.00		

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 Mayor's Permit and other documentary 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. Payment shall be monthly upon receipt of monthly bill.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.

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

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



Republic of the Philippines
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NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];



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

BIDS AND AWARDS COMMITTEE

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:



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

BIDS AND AWARDS COMMITTEE

- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____,
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



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BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE
SUPPLY AND DELIVERY OF DAILY NEWSPAPER

As the data privacy watchdog, the National Privacy Commission (NPC) needs to stay informed especially about latest news on data privacy worldwide.

With the advent of the digital age, subscription to digital news platforms is more practical especially with the implementation of Alternative Work Arrangement in alignment with the rules issued by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF).

In support of the NPC mandate, the ASD proposes the procurement of Supply and Delivery of Newspaper for the use of NPC personnel and officials.

SCOPE OF SERVICES

Supply and delivery of newspaper digital and hard copy subscriptions to Philippine broadsheets.

Newspaper	Schedule	Hardcopy	Digital Copy
Inquirer	Monday to Sunday	972 pcs* (OPC, PIAD, LEO, PPO, GRU/Lobby)	Annual subscription for 20 devices (1 PC, 2 DPC, 1 ED, 1 HEA, 4 Directors, 11 Division Chiefs)**
Manila Bulletin	Monday to Sunday	243 (OPC)	
Business World	Monday to Friday	282 (OPC)	

*4 copies per day Mon-Sat (based on target start delivery of 02 May 2021 until 31 December 2021)

** One-time payment for one (1) year subscription

MINIMUM REQUIREMENTS

The service provider must be able to submit the following requirements:

1. Mayor's permit issued by the city or municipality where the principal place of business is located
2. PhilGEPS registration Number
3. Notarized Omnibus Sworn Statement



Republic of the Philippines
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NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE

DURATION OF ENGAGEMENT

Supply and delivery of hardcopies shall commence from the signing of Purchase Order until 31 December 2021. Annual subscription of digital copies to commence from the date of issuance of Work Order.

APPROVED BUDGET FOR THE CONTRACT:

Sixty- Thousand Pesos only (Php 60,000.00)

TERMS OF PAYMENT

Payment shall be processed upon receipt of monthly bill.

Prepared by:

SGD. 
MARIA DONABELLA A. TAVORA
Supervising Administrative Officer

Approved by:

SGD. 
MARIA DELIA PRESQUITO
Chief, Administrative Services Division