



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION
HEALTH KITS**

16 June 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **HEALTH KITS**.

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., 23 June 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. Income/Business Tax Return;
4. Notarized Omnibus Sworn Statement with applicable attachments²; and
5. 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 5 of this Request for Quotation.



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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)];



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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 proprietor:] 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:
 - a. Carefully examining all of the Bidding Documents;



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- 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]

TECHNICAL SPECIFICATION



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Quantity	Unit	Description/Specifications	Approved Budget of the Contract (Php912,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
760	pieces	<p><i>NOTE: Please refer to the attached Terms of Reference for the following:</i></p> <p>HEALTH KITS</p> <p>1. Technical Requirements/Specifications</p> <p>2. Payment and Delivery</p>	1,200.00	912,000.00	
TOTAL				912,000.00	

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. 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)



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TERMS OF REFERENCE

HEALTH KITS
(Employee Welfare Program – COVID-19 Response)

I. BACKGROUND

Pursuant to *Civil Service Commission Memorandum Circular No. 18, s. 2020*, *CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2020 “Occupational Safety and Health (OSH) Standards for the Public Sector”*, *Privacy Commission Order 003 s. 2021 dated March 31, 2021* and *NPC-HSC Resolution 001-2021*, the NPC shall continuously provide health and wellness programs for all NPC personnel regardless of employment status which includes provision of **HEALTH KITS** quarterly in addition to the Personal Protective Equipment provided.

II. OBJECTIVES

- To ensure compliance with the relevant issuances of oversight agencies and the Commission regarding the health and safety of NPC personnel;
- To continuously provide support mechanism as one of the COVID-19 Response Plan of the Commission; and
- To boost the immune system, prevention of common diseases and improved the overall health and wellness of NPC employees.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

1. The Health Kit is for **190 personnel to be given every quarter for CY 2021** or a **total of 760 pcs of kits** and subject for delivery on the dates indicated in the table below.
2. The Health Kit consumable items (*vitamins and soap*) should have a manufacturing date from 2020 onwards with expiration date within 2-3 years from the date of manufacturing. It must be indicated in the packaging of each item.
3. The Health Kit items that are battery operated (*pulse oximeter and digital thermometer*) should be ready for use. Batteries and manuals must be included in the packaging.



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4. The Health Kit must be placed in a **Plastic Transparent Bag with Zipper and Handle**
 - a. To ensure that the contents of the health kit will not be contaminated of any dirt and virus during deliveries and distribution;
 - b. To easily disinfect by the recipient once they receive it;
 - c. To easily inspect by the proper authorities; and
 - d. To ensure that it will be handled with care during deliveries.

5. The Health Kit Bag must bear the “NPC Colored Logo” and “NOT FOR SALE”

HEALTH KIT	ITEMS		DATE OF DELIVERY
	QTY	Particulars	
1st kit - 190 pcs (January to March)	1 box/bottle	100 capsules of vitamins C with Zinc (100 mg /capsule)	within 15 days upon receipt of Notice to Proceed
	3 pcs	Anti-bacterial Hand Soap <i>(liquid hand soap either in bottle with pump or refill pack)</i>	
	3 packs	Anti-bacterial Wet Tissue <i>(30sheets per pack)</i>	
	1 bottle	Anti-bacterial Mouthwash <i>(plastic bottle)</i>	
	2 pcs	Hand Towel (Cotton)	
	1 pc	Digital Thermometer	
	1 pc	Pulse Oximeter (battery operated)	
2nd kit- 190 pcs (April to June)	1 box/bottle	100 capsules of vitamins C with Zinc (100 mg /capsule)	June 30, 2021
	3 pcs	Anti-bacterial Hand Soap <i>(liquid hand soap either in bottle with pump or refill pack)</i>	
	3 packs	Anti-bacterial Wet Tissue <i>(30sheets per pack)</i>	
	1 bottle	Anti-bacterial Mouthwash <i>(plastic bottle)</i>	
	2 pcs	Hand Towel (Cotton)	
3rd kit - 190 pcs (July to September)	1 box/bottle	100 capsules of vitamins C with Zinc (100 mg /capsule)	September 30, 2021
	3 pcs	Anti-bacterial Hand Soap <i>(liquid hand soap either in bottle with pump or refill pack)</i>	
	3 packs	Anti-bacterial Wet Tissue <i>(30sheets per pack)</i>	
	1 bottle	Anti-bacterial Mouthwash <i>(plastic bottle)</i>	
	2 pcs	Hand Towel (Cotton)	
4th kit -190 pcs (October to December)	1 box/bottle	100 capsules of vitamins C with Zinc (100 mg /capsule)	November 30, 2021
	3 pcs	Anti-bacterial Hand Soap <i>(liquid hand soap either in bottle with pump or refill pack)</i>	
	3 packs	Anti-bacterial Wet Tissue <i>(30sheets per pack)</i>	
	1 bottle	Anti-bacterial Mouthwash <i>(plastic bottle)</i>	
	2 pcs	Hand Towel (Cotton)	

Reference No.: HRDD-21-00688

NPC_DIT_TOR-V1.0, R0.0, 05 May 2021

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1308
 URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228



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PAYMENT AND DELIVERY

- Payment shall be based on the actual number of health kits delivered, inspected and accepted.
- The NPC-HRDD shall process the payment upon receipt of the following documents submitted by the Supplier:
 - Statement of Account/Invoice/Billing
 - Delivery Receipt
- Delay in deliveries shall be subject to penalties and charged to the account of the supplier.
- All payments shall be subject to existing budgeting, accounting and auditing laws, rules and regulations.

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

- Total ABC: **Php 912, 000.00, inclusive of all taxes and charges**
- Fund Source: HRDD Budget FY 2020 – NPC APP FY 2020 Item Code: 2020-0201
- Mode of Procurement: Negotiated Procurement - Small Value Procurement

Prepared by:

(Sgd.)

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Noted by:

(sgd)

ROSALY B. SANTOS
Chief Administrative Officer

Approved by:

SGD.

MARILOU C. LEELIAN
OIC-Director IV, FAO