



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF MASCOT**

19 July 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **MASCOT**.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **4:00 P.M., 23 July 2021**.


The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

**Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

  
Digitally signed by  
Tana-Caguia Krishna  
Aira Angeles  
Date: 2021.07.19  
13:58:24 +08'00'

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head  
National Privacy Commission  
(02) 8234-2228 loc. 127

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<sup>1</sup> **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney (whichever is applicable)

**NOTE:** Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.



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**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 120,000.00)		Compliance (Manifest your compliance by <u>writing</u> <b>"COMPLY"</b> in every item)
				Unit Price	Total	
1	pc	1	<ul style="list-style-type: none"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Instructions to Vendors/ Vendor's Qualifications</li> <li>3. Evaluation Process</li> <li>4. Delivery Terms</li> <li>5. Payment Terms</li> </ol> </li> </ul>			
<b>TOTAL</b>						

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" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and Income/Business Tax Return and submit the original notarized Omnibus Sworn Statement upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
 (Name/Position/Signature of Representative/Date)



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
**PUBLIC INFORMATION AND ASSISTANCE DIVISION**

TERMS OF REFERENCE  
 FOR THE PROCUREMENT OF MASCOT

**I. BACKGROUND**

In the service of data protection and awareness, the National Privacy Commission’s purpose is not only to regulate data protection amongst users but also educating the public about their rights and responsibilities as indicated in the Data Privacy Act of 2012.

The public information arm of the NPC is in support of the agency’s objectives, through the division, projects are created towards achieving further reach and spread of knowledge regarding data privacy and its underlying measures.

**II. PURPOSE OF THE PROCUREMENT**

To aid the Commission in its goals in reaching more to the public, the mascot shall provide the NPC a visual representation of their work and mandate during offline and online endeavors. This will not only serve as an icon of the agency, but it will also be a reminder to data subjects about their responsibility for their data privacy and security.

The procurement of the mascot will primarily support events of ongoing campaigns of PIAD. This includes, but is not limited to, PSST! Physical events, policy awareness advocacy roadshows, can be even featured during online events as well.

**III. TECHNICAL SPECIFICATIONS**

<b>Type</b>	Walking inflatable mascot Material: Oxford fabric Full digital branding Size: Customizable Accessories: With blower, battery pack, durable storage bag and belt bag for battery
<b>Height</b>	5’5” to 6’
<b>Warranty</b>	3 months free service warranty on factory defects & normal usage Includes delivery within Metro Manila 30 days replacement for factory defect
<b>Quantity</b>	1 Piece
<i>Please see attached layout/design for reference</i>	

**IV. MODE OF PROCUREMENT**

The mode of procurement shall be Small Value Procurement.

**V. NATURE OF PROCUREMENT**

This procurement is classified as "Goods and Services," this shall serve as a tool in visually representing the Commission as support to its role in data protection and awareness.

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

The source of funds is the Annual Procurement Plan FY 2021 with Item No. 2021-0122.

The approved budget for the contract is one hundred twenty thousand pesos ( Php 120,000.00) only.

**VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS**

- Supplier must be PHILGEPS registered, BIR registered, or provide Business Mayor's permit, ITR, Omnibus Sworn Statement, and other related documents required by BAC Secretariat.
- The supplier must previously have the same transaction with any government agency.
- The supplier must present mock-up or mascot samples from their previous projects.
- Must accept "send bill' payment terms.

**VIII. EVALUATION PROCESS**

Evaluation will be done through End-User acceptance and shall follow the specified payment terms indicated in Section X of this document.

**IX. DELIVERY TERMS**

Delivery of proof copy shall be 12 days after the approval of contract. If the 12<sup>th</sup> day falls on a weekend or a holiday, delivery must be on the working day without penalty.

Full delivery shall be 25 days after the approval of proof copy. If the 25<sup>th</sup> day falls on a weekend or a holiday, delivery must be on the working day without penalty.

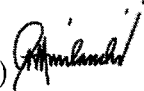
**X. PAYMENT TERMS**

100% of payment shall be issued upon complete delivery, as supported by an inspection and user acceptance report of the Inspection Committee and submission of complete supporting documents, including certificate of final acceptance and completion. All payments shall be done after full acceptance.

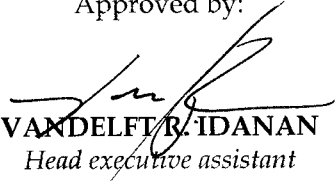
Prepared by:

Espejo Digitally signed  
by Espejo Ma  
Elena Palacio  
Date: 2021.04.08  
13:12:38 +08'00'  
Ma Elena  
(sgd) Palacio  
**MA. ELENA P. ESPEJO**  
*Advertising Officer II, PIAD*

Reviewed by:

Digitally signed  
by Chin Roren  
Marie Milan  
Adobe Acrobat  
version:  
5.0.0.145  
  
(Sgd) **ROREN MARIE MILAN**  
*Chief, PIAD*

Approved by:

  
**VANDELFI R. IDANAN**  
*Head executive assistant*

**PRIVA**



**WITH VEST**



**FEMALE ACCESSORIES**

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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)];

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:
  - 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]*