



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF SERVICES FOR NPC WEBSITE REVAMP

19 July 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to engage **service for NPC WEBSITE REVAMP**.

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. Copy of Income/Business Tax Return;
4. Notarized Omnibus Sworn Statement with applicable attachments¹; and
5. 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 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 15:13:42 +08'00'

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

¹ **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 800,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>every item</u>)
				Unit Price	Total	
1	job	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Specifications 2. Instructions to vendors/ vendor's qualifications 3. Evaluation process 4. Payment Terms 			
TOTAL						

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 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)



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**TERMS OF REFERENCE
FOR THE PROCUREMENT OF NPC WEBSITE REVAMP**

I. BACKGROUND

The Public Information and Assistance Division (PIAD) is responsible for information management including publications, media representation, crisis communication, content development, stakeholder relations, social media management, website maintenance, and the provision of other public services in the National Privacy Commission (NPC).

As part of its function, specifically in website maintenance, PIAD is seeking an outsource service to revamp the NPC website.

II. PURPOSE OF THE PROCUREMENT

The main purpose of the website revamp is to enhance the existing WordPress website, create a new WordPress website theme, re-arrange the content of the website, add functionality such as Calendar of Events and Search Bar, add user management, and be more informative while using less text content.

III. TECHNICAL SPECIFICATIONS

A. Tasks of the Website Revamp Outsourced Team

- Convert an existing wireframe to a web design
- Convert the created web design to a WordPress Custom Theme
- Create any functions needed for the website such as Calendar of Events and Search Function
- Provide a Staging Server
- Migration of existing website data to the newly created WordPress Custom Theme
- Assist deployment to production server
- User and Admin Training
- Technology and knowledge transfer to the NPC in-house website management team:

Detailed tasks of the website revamp outsourced team:

1. The outsourced team must provide the website's overall design. The design will be based on the wireframe that will be given by our in-house Graphics Team. Some of the design inspiration will also be given. Also, the in-house Graphics Team has the final say in the design so the outsourced team must coordinate constantly with the in-house Graphics Team to finalize the web design.
2. Once the web design is done, the outsourced team must use that design and convert it into a WordPress Custom Theme. The WordPress Custom Theme must be mobile responsive up to minimum of 4-inch screen view port.
3. The outsourced team must build all the feature/functions needed for the website. Example the feature/functions Calendar of Events, Search Functionality, etc.
4. Front-end technology for the WordPress Custom Theme must use the Bootstrap (Latest stable version), CSS, HTML5 and JavaScript. Other front-end technology, back-end technology, and third-party service or third-party plugin that may be needed to be used must be coordinated with the in-house Website Management Team or MIS Division for clearance.
5. Once the web design and WordPress Custom Theme are done, the old website data must be migrated into the newly created WordPress Custom Theme. The migration will be conducted by the outsourced team. The MIS Division and the In-house Website Management Team may also assist in the migration if necessary.
6. The outsourced team must coordinate with the in-house Website Management Team and MIS Division to assist in the deployment to production server.
7. All the source code and web design that the outsourced team will produce for the website must be turned over to our in-house Website Management Team, in-house Graphics Team, or the MIS Division once the production deployment is done.
8. The work deadline must be prioritized. If the outsourced team delivered the services needed before the deadline it will be better. The outsourced team must take note that the 1-year warranty will start after the specified work deadline.
9. The outsourced team must provide a Staging Server that will be used for checking and debugging when presenting to the MIS Division and the In-house Website Management Team.
10. The outsourced team must provide training on the User and Admin management.
11. The NPC is the owner and has all the rights to the source code and design or any other output that will be produced by the outsourced team.
12. The website design and all the elements used such as icons and other graphics must be the original work of the outsourced team. The use of copyrighted materials in the website design will not be accepted. In case of design plagiarism, the repercussions shall be shouldered by the outsourced team only.

13. The website design, icons, graphics, and other materials produced by the outsourced team must be completely turned over to the NPC and shall be owned by the Commission.
14. Upon completion of service from the outsourced team, all data that is shared between the outsource team via, including but not limited to, digital, physical, email, and notes that are not owned by the outsourced team must be deleted.
15. The outsourced company must provide the number of people and their role working in the project inside the outsourced team. This will be discussed with the MIS Division and the in-house Website Management Team.
16. The outsourced team must provide technology and knowledge transfer to the MIS Division and In-house Website Management Team with the goal of seamless website maintenance such as but not limited to modifying the website theme design, code review on how the website functions work, database table review for functions and any other related concerns to website overall development.
17. Before the project starts, the outsourced company must sign a non-disclosure agreement with the NPC and must provide the project timeline that will be the basis for the payment terms.

B. Order Fulfillment

Address	National Privacy Commission 5 th Floor, Delegation Building, Philippine Convention Center, Pasay City
Date	Not later than 01 December 2021.

C. Warranty

Effectivity of the warranty will begin after the outsource development team is provided with a User Acceptance Certificate by the NPC and must be at least 1 year.

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

The nature of procurement will be classified as “Goods and Services.”

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

Source of Fund: Annual Procurement Plan FY 2021 with Item No. 2021-0126

Approved budget for the contract: Eight hundred thousand pesos (P 800,000.00) only

VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

- The supplier must be specializing in website development particularly WordPress Development.
- The supplier must have a minimum three (3) years in operation and produced quality materials for their clients.
- The supplier must have PHILGEPS registration, Business or Mayor's permit, ITR, and Omnibus Sworn Statement.
- Must accept 'send bill' payment terms

VIII. EVALUATION PROCESS

Evaluation of the service will be done through acceptance and inspection by the Inspection and Acceptance Team and the End-user 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 have been rendered or delivered in accordance with the signed contract and accomplishments set in the project timeline made by the supplier, which have been duly inspected, accepted, and approved by the end-user. Following are the terms of payment for each deliverable:

Tranche	Payment	Deliverable
1	25% of the total payment	Upon end user's approval of the proposed project workplan
2	25% of the total payment	Upon completion of at least 50% of the deliverables
3	25% of the total payment	Upon completion of at least 75% of the deliverables
4	25% of the total payment	Upon completion of all the deliverables set in the project workplan

Prepared by:

Adis Kristine
Danica Sulit
(sgd)
KRISTINE DANICA S. ADIS
Information Officer II, PIAD

Digitally signed by Adis
Kristine Danica Sulit
Date: 2021.07.08
11:25:03 +08'00'

Noted by:

Roren Marie Milan
(sgd)
ROREN MARIE M. CHIN
Chief, PIAD

Digitally
signed by
Chin Roren
Marie Milan

Approved by:


Digitally signed by
Alzona Ivin Ronald De
Mesa
ATTY. IVIN RONALD D.M. ALZONA
Executive Director

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)];

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]