



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

PROCUREMENT OF SERVICE FOR THE PRINTING OF 2020 COMPENDIUM

27 July 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure service for the **PRINTING OF 2020 COMPENDIUM**.


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., 02 August 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 attachments¹; 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 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: 2021.07.27
12:17:56 +08'00'

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
National Privacy Commission

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.



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

(02) 8234-2228 loc. 127

TECHNICAL SPECIFICATION

| Item | Unit | QTY | Description/Specifications | Approved Budget of the Contract (Php 300,000.00) | | Compliance (Manifest your compliance by writing <u>"COMPLY"</u> in every item) | | | | | | |
|---|--|-----|---|---|-------|---|--|----------------------------------|---|--|--|--|
| | | | | 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. Specifications <ol style="list-style-type: none"> a. Technical b. Order Fulfillment (NOTE: The terms of delivery in the TOR have been updated to: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td> Delivery of Proof Copies: May 30, 2021 </td> <td> Delivery of Proof Copies: 12 calendar days after approval of contract. If the 12th day falls on a weekend or a holiday, the delivery must be on the next working day without penalty. </td> </tr> <tr> <td> Full Delivery: August 2, 2021 </td> <td> Full Delivery: 25 calendar days after approval of proof copy. If the 25th day falls on a weekend or holiday, delivery must be on the next working day without penalty. </td> </tr> </tbody> </table> <ol style="list-style-type: none"> 2. Instructions to Vendors/ Vendor's Qualifications 3. Evaluation of Goods/Services Delivered 4. Payment Terms | From | To | Delivery of Proof Copies: May 30, 2021 | Delivery of Proof Copies: 12 calendar days after approval of contract. If the 12 th day falls on a weekend or a holiday, the delivery must be on the next working day without penalty. | Full Delivery: August 2, 2021 | Full Delivery: 25 calendar days after approval of proof copy. If the 25 th day falls on a weekend or holiday, delivery must be on the next working day without penalty. | | | |
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| Full Delivery: August 2, 2021 | Full Delivery: 25 calendar days after approval of proof copy. If the 25 th day falls on a weekend or holiday, delivery must be on the next working day without penalty. | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |



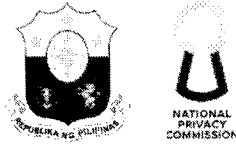
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Instruction to bidders:

- 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 and signed Quotation 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 THE PRINTING OF
2020 COMPENDIUM**

I. BACKGROUND

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection, and fair information rights and responsibilities as stated in the Section 9.c of the Implementing Rules and Regulations of the DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. To fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects.

In line with this, PIAD proposes the printing of the 2020 NPC Compendium.

II. PURPOSE OF THE PROCUREMENT

The NPC Compendium aims to:

- serve as a source of reference for dedicated Data Protection Officers, industries, privacy advocates, students of privacy, and anyone interested in data protection issues and privacy governance
- provide Personal Information Controllers (PICs) and Personal Information Processors (PIPs) a guidepost towards the aim of protecting personal data
- and help them uphold citizen's data privacy rights
- disseminate information materials about the Commission's issuances
- serve as a learning resource for participants of various NPC trainings/seminars such as the DPO ACE, DPO Briefing, etc.

III. SPECIFICATIONS

A. Technical

| | |
|------------------------------------|--|
| 2020 NPC COMPENDIUM | Quantity: 1500 pcs. Total No. of Leaves: 180 (360 pages) Size: B5 Inside pages: <ul style="list-style-type: none">• Black text, 80gsm, book paper• Colored pages |
|------------------------------------|--|

| | |
|--|---|
| | <p>Cover pages:</p> <ul style="list-style-type: none"> • Cover material: C2S 220 Lbs. • Full color • Finish: Matte finish laminated with spot UV varnish on graphics or similar to the supplier's available material <p>Binding: Perfect bind</p> <ul style="list-style-type: none"> • Cover material: C2S 220 Lbs. • Full color <p>*Inclusion: Provision of proofing copy</p> |
|--|---|

B. Order Fulfillment

| | |
|---------------------------------|---|
| Address | National Privacy Commission 5 th Floor, Delegation Building, PICC Complex Pasay City |
| Delivery of proof copies | May 30, 2021 |
| Full delivery | August 2, 2021 |

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

This follows the procurement guidelines under "Goods and Services".

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

The source of fund is the Annual Procurement Plan FY 2021 with Item No. 2021-0113. The approved budget for the contract is three hundred thousand pesos (P300,000.00) only.

VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

- Supplier must previously have a similar transaction with any government agency
- Supplier must be PHILGEPS registered, BIR registered, or provide Business or Mayor's permit, Omnibus Sworn Statement, and other related documents required by BAC Secretariat
- Supplier must have a minimum of three (3) years in operation and produced quality materials for their clients

- Must accept “send bill” payment terms
- Supplier must provide two (2) proof copies/sample pieces subject to the approval of end-user (NPC) before production

VIII. EVALUATION OF GOODS/SERVICES DELIVERED

The evaluation of the service will be done through End-User acceptance and shall follow the specified payment terms indicated in Section IX of this document.

IX. PAYMENT TERMS

Payment shall be made upon issuance of Inspection and Acceptance Certification by the Inspection and Acceptance Committee upon verification that the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered, which have been duly inspected and accepted.

Prepared by:

Espejo Ma Elena
 (Sgd) Palacio
MA. ELENA P. ESPEJO
Advertising Officer II (Copywriter), PIAD

Digitally signed by
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 Palacio
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Reviewed by:

(Sgd) *Marie Milan*
ROREN MARIE M. CHIN
Chief, PIAD

Digitally signed
 by Chin Roren
 Marie Milan
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Approved by:

(Sgd) *[Signature]*
VANDELFI R. IDANAN
Head Executive Assistant