



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF STOCK PHOTOS, VIDEO, AND AUDIO**

29 September 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **STOCK PHOTOS, VIDEO, AND AUDIO (APP 2021-0125)**.

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 **5:00 P.M., 05 October 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. 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

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

Ref No.: RFQ-2021-0125

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION  
STOCK PHOTOS, VIDEO, AND AUDIO**

| Item         | Unit | QTY | Description/Specifications  | Approved Budget of the Contract<br>(Php 18,500.00) |       | Compliance<br>(Manifest your compliance by <u>writing</u> "COMPLY" in every item) |
|--------------|------|-----|---|--|-------|---|
|              |      |     |   | Unit Price   | Total |   |
| 1            | lot  | 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. 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 submit 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**

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**TERMS OF REFERENCE**  
**FOR THE PROCUREMENT OF STOCK PHOTOS, VIDEOS, AND AUDIO**

**I. BACKGROUND**

In reference to the Data Privacy Act (DPA) of 2012, the National Privacy Commission was created to implement and administer the rules and regulations of data protection of the public. Part of the Commission's responsibility is to ensure proper education and information dissemination on data privacy and underlying rights of individuals with prohibitions of the DPA.

To further these causes, the Public Information and Assistance Division is given the directive to be the channel of communication in spreading awareness among the public.

**II. PURPOSE OF THE PROCUREMENT**

The purpose of procuring subscription to stock media content is to supplement and enhance the design of the NPC visual materials. These shall help improve visuals and how videos and publication materials are to be presented.

They will be able to aid communication materials to be more aesthetically pleasing as well as to come across the proper messaging to NPC's content.

**III. TECHNICAL SPECIFICATIONS**

Subscription to unlimited downloads of:

- Stock Photos, Vectors, & Illustrations
  - 4K Footage
  - After Effects Templates
  - Music, Sound Effects, & Loops
- Standard license included.

**Delivery Date:** 15 working days from issuance of Notice to Proceed/Purchase Order/Work Order

**IV. MODE OF PROCUREMENT**

The mode of procurement shall be Small Value Procurement.

**V. NATURE OF PROCUREMENT**

Classified as "Goods," the use and subscription to a creative productivity software shall provide general support services to PIAD in pursuit of all government undertaking by the Commission.

**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. 2021-0125.

The approved budget for the contract is eighteen thousand five hundred pesos (Php 18, 500.00) only.

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

The vendor must have PHILGEPS registration and must satisfy documentary requirements prescribed in the 2016 IRR of Republic Act No. 9184.

The vendor must accept 'send bill' payment terms.

**VIII. EVALUATION PROCESS**

Evaluation of the software and subscription will be done through End-User acceptance testing

**IX. PAYMENT TERMS**

Payment shall be made upon issuance of certification that the Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of goods delivered, which have been duly inspected and accepted.

Prepared by:

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

Digitally signed by Adis Kristine Danica Sulit  
Date: 2021.07.08  
11:23:06 +08'00'

Noted by:

ROREN MARIE M. CHIN  
Chief, PIAD

Digitally signed by Chin Roren Marie Milan

Approved by:

ATTY. IVIN RONALD D.M. ALZONA  
*Executive Director*

Digitally signed by Alzona Ivin Ronald De Mesa



**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

**SUBSCRIBE AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant having exhibited to me his/her \_\_\_\_\_ issued on/valid until \_\_\_\_\_.

Doc. No.: \_\_\_\_\_

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