



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

PROCUREMENT OF PROVISION OF GO-BAG OR EMERGENCY/DISASTER KIT

18 October 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **PROVISION OF GO-BAG OR EMERGENCY/DISASTER KIT (APP 2021-0140)**. 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., 25 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. 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

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head

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.

Ref No.: RFQ-2021-0140

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

**TECHNICAL SPECIFICATION
PROVISION OF GO-BAG OR EMERGENCY/ DISASTER KIT**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 450,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>every item</u>)
				Unit Price	Total	
1	lot	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 Requirements/Specifications 2. Payment and Delivery 			- _____ - _____
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 submit Certified True Copy of the eligibility documents 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

TERMS OF REFERENCE

Provision of Go-Bag or Emergency/Disaster Kit

I. BACKGROUND

CSC-DOH-DOLE Joint Memorandum Circular (JMC) No. 1 s.2020 **Occupational Safety and Health (OSH) Standards for the Public Sector** aims at protecting all government employees from the dangers or injury, sickness or death at the workplace throughout the adoption of safe and healthy working conditions to ensure the preservation of human lives and resources and prevent loss/damage to properties states that. The JMC particularly states that “agencies shall provide emergency supplies such as fire extinguishers, medical first aid kits, etc. among other, must be adequate and ensure to be available on time.”

Pursuant to the above memorandum, the National Privacy Commission (NPC) through the Human Resource Development Division (HRDD) included in its Employee Welfare Program the provision of Go-Bag or Emergency/Disaster Kit to all NPC personnel in its budget for CY2021 to provide each employee a kit that they can immediately grab whenever there are emergencies. The kit shall contain a collection of basic items that a person may need to survive for several days.



II. OBJECTIVES



To procure disaster kit/Go-bag for each personnel containing supplies that may be needed to survive for several days. The kits will be stored in each personnel's workstation.

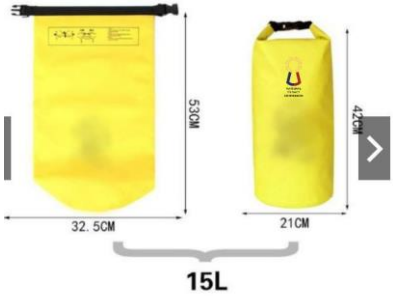

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS



Total number of go-bag/disaster kits - **185pcs**

Each Go-Bag or Emergency/Disaster Kit must contain the following:

Quantity	Unit	Description
1	pc	<p>High lumens LED waterproof flashlight with dual power source, rechargeable and battery; with case</p> 
1	pc	whistle
3	pc	glow sticks
3	pc	large garbage bags
1	pc	bright bandana
1	pc	500ml water bottle
1	pc	<p>8mm x 5m polypropylene braided safety lifting rope (those used for mountain climbing, emergency rescue, etc.)</p> 

1	pc	<p>universal waterproof phone case, fits phones at least 6.5 inches (diagonally measured) and all large smartphones</p> 
1	pack	<p>First Aid Kit (stored in a waterproof resealable pouch) 15ml Providone Iodine 100 ml 70% alcohol cotton swabs (1 small pack) band aid (standard size, 10 pcs) gauze bandage 2" x 10 yards paracetamol (5 tablets) anti-allergy medicine (3 tablets)</p> 

	1 pc	<p>Waterproof bag/dry bag 15L</p> <p>Bright yellow color</p> <p>With print: National Privacy Commission logo</p> 
	1 pc	<p>Radio AM/FM</p> <p>Color: BLACK/BLUE</p> <p>FM radio (87 ~ 108MHz)</p> <p>AM radio (522 ~ 1620kHz)</p> <p>Auto Search Program</p> <p>Auto Save Channels</p> <p>3.5mm audio jack input and with portable speaker</p> <p>Alarm Clock</p> <p>Digital Display</p> <p>Power Supply: 2*AAA Batteries (battery included)</p> <p>Weight: 85g</p> 
	1 pc	<p>Waterproof jacket with hood</p> <p>Quick dry and compressed</p> <p>Ultra-lightweight</p> <p>With carry pouch for easy storage</p> <p>Material: polyester outer and inner lining</p>

		<p>with DRYTEC technology color preference: bright yellow or green Sizes available: S, M, L, 2L, XL, XXL, XXXL</p>  <p>SAMPLE COLOR</p> <p>Multifunctional tool/knife set At least 19 tools in a set Made with Carbon Ferrum finish Base material Stainless Steel 420 Net Weight: not more than 210 grams</p> 
1	pc	

IV. PAYMENT AND DELIVERY

- Delivery shall be 15 working days upon acknowledgement/signing of the Purchase Order
- The NPC-HRDD shall process the payment upon receipt of the following documents submitted by the Supplier:
 - Statement of Account/Invoice/Billing
 - Delivery Receipt
- The supplier/manufacturer/distributor must deliver the goods or perform the services within the period specified by the Procuring Entity, as specified in the Contract. If delays are likely to be incurred, the supplier/manufacturer/distributor must notify the Procuring Entity in writing. It must state therein the cause/s and duration of the expected delay.
- All payments shall be subject to existing budgeting, accounting and auditing laws, rules and regulations.

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

- Total ABC: **Php 450,000.00, inclusive of all taxes and charges**
- Included in the NPC APP FY 2021 Item Code: 2021-140
- Mode of Procurement: Small Value Procurement

Prepared by:

Sgd.
MARIA DONABELLA A. TAVORA
Supervising Administrative Officer

Noted by:

Sgd.
ROSALY B. SANTOS
Chief Administrative Officer

Approved by:

Sgd.
ATTY. MANUEL C. SATUITO
Director IV, FAO

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

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

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____